

**SERVICE PROCUREMENT NOTICE**

Support to the Regional Development Agencies

(Regional Socio-Economic Development Programme II (RSEDP II))

**Location - Serbia**

**07SER01/13/21**

**1. Publication reference**

EuropeAid/127274/C/SER/RS

**2. Procedure**

Restricted

**3. Programme**

IPA

**4. Financing**

2007 National IPA

**5. Contracting Authority**

European Community, represented by the European Commission Delegation to the Republic of Serbia on behalf of and for the account of the beneficiary country.

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**CONTRACT SPECIFICATION**

**6. Nature of contract**

Fee-based

**7. Contract description**

Strengthening of the capacities of Regional Development Agencies and other national, regional and municipal level stakeholders for management of local development resources, project management, participation in the national regional development policy planning, increased advocacy role at the national level, and management of grant funds (including assistance for launch of call(s) for proposals and administration of a grant scheme within IPA annual programme for 2007).

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

5.5 million EURO

## **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.

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## **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**

The maximum percentage of the contract value which may be sub-contracted is 10 per cent.

**Subcontractors are not to be mentioned in the application.**

**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.

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**PROVISIONAL TIMETABLE**

**18. Provisional date of invitation to tender**

September 2008

**19. Provisional commencement date of the contract**

December 2008/January 2009

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

3 years (with possible extension)

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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 standing of candidate (this includes all partners in a consortium) *[based on item 3 of the application form]*
  - (a) the average annual turnover of the candidate for the last three years (2005, 2006 and 2007) must be at least **3,000,000.00** Euro
  - (b) the averages of cash and cash equivalents at the beginning and end of year are positive.
- 2) Professional capacity of candidate *[based on items 4 and 5 of the application form]*
  - (a) At least 8 permanent staff working for the candidates currently work in fields related to this contract.
- 3) Technical capacity of candidate *[based on items 5 and 6 of the application form]*
  - (a) The candidate has completed at least two projects (the candidate's proportion at or greater than **1,400,000** Euro for services in each project) in the required areas of expertise described in Article 7 carried out (i.e. where the final report has been approved) within the three year period prior to the closing date of submission of the application;

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 the number of eligible candidates meeting the selection criteria is greater than the maximum number of eight, the relative strengths and weaknesses of these candidates will be re-examined to

identify the eight best Applications for the tender procedure.

From the eligible projects from 3(a), the only factors taken into consideration will be (in descending order of preference):

- i. Highest number of European Community (EC) funded projects completed.
- ii. Highest total numerical value of their proportion in all EC funded projects completed.

## **22. Award criteria**

Best value for money.

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## **APPLICATION**

### **23. Deadline for receipt of applications**

22 September 2008 , 16:00 hours 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](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 :

Mrs. Jelena DIVJAK  
[Jelena.Divjak@ec.europa.eu](mailto:Jelena.Divjak@ec.europa.eu)  
Delegation of the European Commission to the Republic of Serbia  
Vladimira Popovica 40  
GTC Avenue Block 19a,  
11070 New Belgrade  
Republic of Serbia  
Tel.: + 381 11 30 83 200  
Fax.: +381 11 30 83 201

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

Mrs. Jelena DIVJAK  
[Jelena.Divjak@ec.europa.eu](mailto:Jelena.Divjak@ec.europa.eu)  
Delegation of the European Commission to the Republic of Serbia  
Vladimira Popovica 40  
GTC Avenue Block 19a,  
11070 New Belgrade  
Republic of Serbia  
Tel.: + 381 11 30 83 200  
Fax.: +381 11 30 83 201

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**

Award of this Contract is subject to prior amendment of the Financing Decision for IPA 2007 programme (Commission Decision C/2007/6690 of 20 December 2007) as well as fulfilment of other requirements for its implementation.

#### **29. Date of publication of contract forecast**

01 July 2008

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

Council regulation (EC) N° 1085/2006 of 17 July 2006