

# **SERVICE PROCUREMENT NOTICE**

## **Implementing the National Strategy to fight drug abuse**

### **Serbia**

**07SER01/14/11**

#### **1. Publication reference**

EuropeAid/127275/C/SER/YU

#### **2. Procedure**

International Restricted Tender

#### **3. Programme**

IPA 2007

#### **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.

---

### **CONTRACT SPECIFICATION**

#### **6. Nature of contract**

Fee-based

#### **7. Contract description**

The overall objective of the contract is to contribute to the fight against drug abuse and prevention of spreading of psychoactive substance abuse in Serbia. The project shall assist the Ministry of Health of Serbia in the implementation of the decreased drug demand component of the National strategy to fight drug abuse and the regular updating of this Strategy; strengthen the Ministry of Health's capacity to implement the strategy; and assist the Ministry of Health in preparing and implementing a public campaign to fight drug abuse.

Required fields of expertise: i) drug abuse prevention and ii) health promotion; and iii) public marketing and communication.

Beneficiaries: the Ministry of Health, management and staff of health facilities throughout Serbia.

#### **8. Numbers and titles of lots**

One Lot

#### **9. Maximum budget**

EUR 1,500,000

#### **10. Scope for additional services**

Additional services related to the activities covered by the above mentioned description may be requested in compliance with and up to the limits as given in the current version of the PRAG, subject to budget availability and requirements

## 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 (and legal persons within the same legal group) 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 15 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, at least 4 and at most 8 candidates will be invited to submit detailed tenders for this contract. **The Invitation to Tender will be issued in electronic format only.** Tenderers requiring hard copies will be requested to provide their courier account number or else undertake to pay the courier by "Transport Collect"

**The Invitation to Tender will be issued in electronic format only.**

## **PROVISIONAL TIMETABLE**

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

**September 2008**

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

**January 2009**

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

18 Months (with possible extension).

## **SELECTION AND AWARD CRITERIA**

### **21. Selection criteria**

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 must be at least 3.000.000 Euro in the last two years; 2006 and 2007.

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 worked successfully on at least **two** projects (the candidate's proportion is not less than 500.000 Euro for services in each project) in the required fields of general expertise described in Article 7 within the three year period prior to the closing date of submission of the application; The candidate must provide a signed statement of the leading partner of the named project as evidence hereto.

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.
- ii. Highest total numerical value of the proportion in all (EC) funded projects.

### **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**

16.00 hours Central European Time on **01<sup>st</sup> September 2008**

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/comm/europeaid/index\\_en.htm](http://ec.europa.eu/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** OR **hand delivered** (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

#### **Delegation of the European Commission to the Republic of Serbia**

Ms Snjezana Djukic  
Finance and Contracts Section, 9<sup>th</sup> floor  
GTC 19 Avenue Building  
Vladimira Popovica 40  
11070 Belgrade  
Serbia  
Fax no.: +381 11 3083 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**

N/A

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

01 July 2008

### **30. Legal basis**

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