

## SERVICE PROCUREMENT NOTICE

### Capacity Strengthening of the Veterinary Border Inspection (VBI) Croatia

**1. Publication reference**

EuropeAid/123301/D/SER/HR

**2. Procedure**

Restricted

**3. Programme**

Cards 2004

**4. Financing**

CARDS 2004 Annual Action Programme for Croatia

**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**

The Consultants shall analyze and determinate long-term BIPs, draft all necessary project documentation for building the long-term BIPs in Croatia, implement EU harmonized VBI legislation, develop the Train-the-Trainers (ToT) Programme for VB Inspectors, train the BIP inspectors and VBI staff through workshops, deliver Study visits for VBI on Border Inspection Procedures and draft manuals and procedures for VBI and BIP inspectors in line with the EU requirements.

**8. Numbers and titles of lots**

N/A

**9. Maximum budget**

EUR 600.000

**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

N/A

### 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

November 2006

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

April 2007

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

18 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. Total annual turnover of candidate of at least 2 times of the maximum budget of the contract for the years 2004 and 2005.
  - b. The cash and cash equivalents of candidate at the beginning of the year for the years 2004, 2005 and this year (2006) are positive.
  - c. The cash and cash equivalents of candidate at the end of the year for the years 2004 and 2005 are positive.
- 2) Professional capacity of candidate (based on items 4 and 5 of the application form)
  - a. At least 25% of all staff working for the candidate the year before last, last year and this year (2004, 2005 and 2006) are permanent staff.
  - b. At least 10 persons of all permanent staff working for the candidate in the years 2004, 2005, 2006 are working in the veterinary field.
- 3) Technical capacity of candidate (based on items 5 and 6 of the application form)
  - a. The candidate must have managed at least one project over the following years (2004, 2005 and 2006) in either any of the EU Member States or any country eligible for PHARE or CARDS programmes. Such a project must have been of similar size (in any case not below 600 000 €) and had a similar scope to this one (technical assistance to the VBI). The contribution of the candidate in such a project budget must have been of at least 50%.
  - b. The candidate must have been involved at any point over the aforementioned years (2004, 2005 and 2006) in projects providing the following services:
    - European legal approximation, legislative drafting;
    - Institutional assessments, human resource management;
    - Training preparation and delivery, etc.

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 the total number of similar contracts implemented in 2004, 2005 and 2006 following the condition 3b.

## **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**

16:00 hours Zagreb local time on 6 November 2006.

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 (CFCU)

(Ministarstvo financija Republike Hrvatske,

Uprava za financiranje programa i projekata pomoći EU – Središnja jedinica za financiranje i ugovaranje – SJFU)

Katančićeva 5

10000 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 (CFCU)

(Ministarstvo financija Republike Hrvatske,

Uprava za financiranje programa i projekata pomoći EU – Središnja jedinica za financiranje i ugovaranje – SJFU)

Katančićeva 5

10000 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**

4 May 2006

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

CARDS: "Council Regulation (EC) No 2666/2000 of 05 December 2000, as last amended by the Council Regulation (EC) No 2112/2005 of 21 November 2005"