

SERVICE PROCUREMENT NOTICE

Institutional Capacity Building and Support for Implementation of SAPARD/IPA-RD Programme

Croatia

1. Publication reference

EuropeAid/123170/D/SER/HR

2. Procedure

Restricted

3. Programme

PHARE 2005

4. Financing

Croatia 2005 PHARE National Programme

5. Contracting Authority

The Ministry of Finance of the Republic of Croatia (Central Finance and Contracting Unit)

CONTRACT SPECIFICATION

6. Nature of contract

Fee-based

7. Contract description

Objective of the contract is to strengthen capacities of the Programme Managing Authority and the Paying Agency for SAPARD/IPA-RD, enabling them to carry out tasks and responsibilities linked to coordination and management of EU co-financed rural development programmes and to prepare for the transfer of nationally funded schemes to an EU - compatible paying agency.

8. Numbers and titles of lots

N.A.

9. Maximum budget

EUR 4.000.000,00

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 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 up to a maximum of 30 percent of the contract value is allowed.

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.

PROVISIONAL TIMETABLE

18. Provisional date of invitation to tender

March 2007

19. Provisional commencement date of the contract

July 2007

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

17 months.

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 annual turnover of candidate(s) (consortium) must exceed the annualised maximum budget of the contract for year before last and last year,
 - b. The averages of cash and cash equivalents of candidate(s) (consortium) at the beginning of the year (this year included) and at the end of the year (this year excluded) for year before last, last year and this year are positive,
- 2) Professional capacity of candidate (based on items 4 and 5 of the application form)
 - a. At least 30 persons of permanent staff working for the candidate(s) (consortium) during this year, last year and the year before last,
 - b. At least 20% of all staff working for the candidate(s) (consortium) in this year and in the last year, in the 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(s) (consortium) has to prove having managed at least one technical assistance project over the last three years in either any of the EU Member States or any of the countries beneficiaries of the PHARE or CARDS programmes. Such a project in any case must not have been below €1.500.000,00.,
 - b. The candidate(s) (consortium) must have been involved over the last three years in projects providing at least two of the following services related to rural development programmes:
 - capacity building of the Programme Managing Authority,
 - capacity building of the Paying Agency,
 - programming / implementation and monitoring / evaluation of EU co-financed rural development programmes,

- adjustment and alignment of nationally funded schemes with EU - compatible ones.

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 number of projects implemented by candidates with respect to the criterion 3.b).

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

02 February 2007 at 15:00 hrs Central European 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://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:

Republika Hrvatska

Ministarstvo financija

Uprava za financiranje programa i projekata pomoći EU (CFCU)

Katančićeva 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:

Republika Hrvatska

Ministarstvo financija

Uprava za financiranje programa i projekata pomoći EU (CFCU)

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

14 April 2006

30. Legal basis

PHARE: Council Regulation (EC) No 3906/89 of 18 December 1989, as last amended by Council Regulation (EC) 2257/2004 of 20 December 2004