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## WORKS CONTRACTNOTICE

### Refurbishing and furnishing of the EUIC Belgrade

Location – Belgrade, Republic of Serbia

**1. Publication reference**

EuropeAid/136948/DD/WKS/RS

**2. Procedure**

Local open

**3. Programme title**

Information and Communication Programme for the year 2014 under the Instrument for Pre-accession Assistance (IPA II)

**4. Financing**

Budget line

**5. Contracting Authority**

European Union, represented by the Delegation of the European Union to the Republic of Serbia, on behalf of and for the account of the partner country, the Republic of Serbia.

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## CONTRACT SPECIFICATIONS

**6. Description of the contract**

The overall objective of the project of which this contract will be a part is to contribute to the development of a modern and functional EU Info Centre in Belgrade (EUIC) by refurbishing and furnishing its premises.

**7. Number and titles of lots**

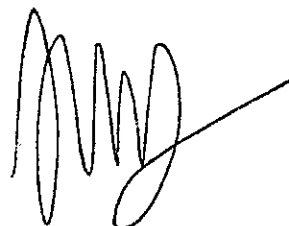
One lot only.

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## TERMS OF PARTICIPATION

**8. Eligibility and rules of origin**

Participation is open to all natural persons who are nationals of and legal persons participating either individually or in a grouping (consortium) of tenderers which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) N°236/2014 establishing common rules and procedures for the implementation



of the Union's instruments for external action (CIR) for the applicable Instrument under which the contract is financed (see also heading 22 below). Participation is also open to international organisations. All supplies under this contract must originate in one or more of these countries. However, they may originate from any country when the amount of the supplies to be purchased is below 100,000 euros per purchased.

**9. Grounds for exclusion**

Tenderers must submit a signed declaration, included in the Tender Form for a Works Contract, to the effect that they are not in any of the situations listed in point 2.3.3 of the **Practical Guide**.

**10. Number of tenders**

Tenderers may submit only one tender per lot. Tenders for parts of a lot will not be considered. Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot. Tenderers may not submit a tender for a variant solution in addition to their tender for the works required in the tender dossier.

**11. Tender guarantee**

Tenderers must provide a tender guarantee of **6,000 euros** when submitting their tender. This guarantee will be released to unsuccessful tenderers once the tender procedure has been completed and to the successful tenderer upon signature of the contract by all parties.

**12. Performance guarantee**

The successful tenderer will be asked to provide a performance guarantee of 10% of the amount of the contract at the signing of the contract. This guarantee must be provided together with the return of the countersigned contract no later than 30 days after the tenderer receives the contract signed by the Contracting Authority. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next cheapest compliant tender.

**13. Information meeting and/or site visit**

An optional information meeting will be held on 06 May 2015 at 11:00 hrs CET, at the premises of the Contracting Authority at Vladimira Popovica 40/V, 11070 New Belgrade, Republic of Serbia.

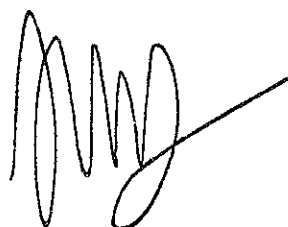
No site visit is planned.

**14. Tender validity**

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders.

**15. Period of implementation of tasks**

3 months from the commencement date until the provisional acceptance.



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## SELECTION AND AWARD CRITERIA

### 16. Selection criteria

In order to be eligible for the award of the contract, tenderers must provide evidence that they meet the selection criteria. This must be provided by tenderers using the forms described in 12.1 of the Instructions to Tenderers and any additional forms tenderers may wish to use.

If a tender is submitted by a consortium, unless specified, the selection criteria will be applied to the consortium as a whole.

The selection criteria for each tenderer are as follows:

#### A) **Economic and financial capacity of candidate:**

- a) the average annual turnover of the tenderer in the past three (3) years (2012, 2013, 2014) must be at least 1,500,000 Euro;
- b) The tenderer must prove access to sufficient credit and other financial facilities to cover the required cash flow for the duration of the contract. In any case, the amount of credit available must be at least EUR 350,000.00 and the related evidence (statement from the bank or similar) shall clearly demonstrate that the financing is available for the concerned contract.

#### B) **Professional capacity of candidate:**

The tenderer (consortium as a whole or sole tenderer) must fulfil the following criteria:

- a) Shall be a registered firm or a natural person capable of carrying out the specific works;
- b) Shall carry out at least 70% of the contract works by his own resources, which means that it must have the equipment, materials, human and financial resources necessary to enable it to carry out that percentage of the contract;
- c) The lead partner in a consortium/joint venture must carry out at least 50% of the contract works by its own means, and the combined partners (i.e. not the lead partner) at least 20%;
- d) Must have in place and apply a quality assurance system, such as ISO 9001.
- e) Should have at least 15 professional staff with experience in similar projects.
- f) **Key personnel:**
  - One (1) **Project Manager** who will coordinate the entire contract. He/she shall be a qualified Architect or civil, mechanical or electrical Engineer (with the relevant BSc diploma) with:
    - good command (both written and spoken) of the English language
    - at least **10 years, preferably 15 years**, of relevant post-graduate professional experience;



- project management experience in **at least two projects** of a similar nature, size and complexity.
- One (1) **Site Manager**. He/she shall be a qualified Architect or civil, mechanical or chemical Engineer (with the relevant BSc diploma) with:
  - good command (both written and spoken) of the English language
  - **at least 8 years, preferably 12 years**, of relevant post-graduate professional experience;
  - site management experience in **at least two projects** of a similar nature, size and complexity.

The **Project Manager and the Site Manager** must possess, or be in the position to obtain before the commencement date, the relevant professional licences as required by Law on Planning and Construction of the Republic of Serbia and other relevant legal provisions.

The tenderer must submit in the tender the list, CVs and copies of diploma/degrees and employers' certificates proving the qualifications and experience claimed in the CVs for all the staff listed above.

**C) Technical capacity of candidate:**

- a) In the past 5 years (from 01.01.2010 to the tender submission deadline), the tenderer must have completed as prime contractor at least two (2) projects of a nature and complexity similar to those of the works in the tendered contract, each of them with a minimum value of at least **400,000 Euro**.

The "minimum value" that will be taken into consideration is either the total project value, when the contractor was acting as sole contractor, or the share of the total project value corresponding to its share of the joint-venture participation, when the contractor was member of a joint venture.

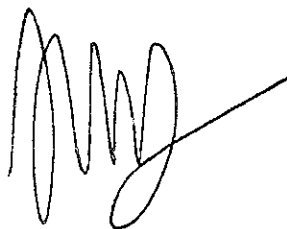
"Completed" is to be interpreted as "Taking over / Provisional Acceptance" or "Performance Certificate" issued for construction contracts. Copies (ordinary copies, with translation into English) of the respective certificates, signed by the Supervisor/Contracting Authority/Employer of the projects concerned must be submitted in the offer. These documents shall clearly demonstrate the compliance of the presented references with the above criteria. The Contracting Authority reserves the right to check the accuracy and validity of the information given by the tenderers in relation to reference projects.

"As prime contractor" means that the Tenderer (lead partner or member of a joint venture) must have undertaken at least 50% of the works in a contract for similar works and complexity as defined above.

Regarding the calculation of the contract amounts in Euro for the completed works of the tenderers, the values will be considered at the date of completion and will not be carried to the date of the evaluation as "net present values" and should be converted to official Euro rate from:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

An economic operator may, where appropriate and for a particular contract, rely on the capacity



of other entities, regardless of the legal nature of the links which it has with them. Some examples of when it may not be considered appropriate by the Contracting Authority are when the tenderer relies mostly on the capacity of other entities or when it relies on key criteria. If the tenderer relies on other entities, it must prove to the Contracting Authority that it will have at its disposal the resources necessary to perform the contract, for example by producing an undertaking on the part of those entities to place 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. Furthermore, the tender should include a separate document providing data on this third entity for the relevant selection criterion. Proof of capacity must be furnished at the request of the Contracting Authority.

## 17. Award criteria

Price

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## TENDERING

### 18. How to obtain the tender dossier

The tender dossier is available from EuropeAid website at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and from the website of the Delegation of the European Union to the Republic of Serbia [www.europa.rs](http://www.europa.rs) (section Funding Opportunities).

It is also available for inspection at the premises of the Contracting Authority, address as indicated below. Tenders must be submitted using the standard tender form included in the tender dossier, whose format and instructions must be strictly observed.

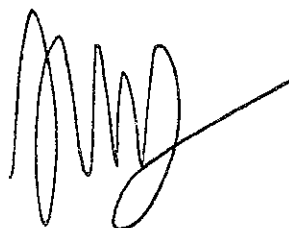
Tenderers with questions regarding this tender should send them in writing to:

Delegation of the European Union to the Republic of Serbia  
Finance and Contracts Section, 9<sup>th</sup> floor  
Vladimira Popovica 40/V  
11070 New Belgrade, Republic of Serbia  
Fax: +381 11 308 3201  
E-mail address: [DELEGATION-SERBIA-FCS@eeas.europa.eu](mailto:DELEGATION-SERBIA-FCS@eeas.europa.eu)  
Opening hours: 9:30-16:00

(mentioning the publication reference shown in item 1) at least 21 days before the deadline for submission of tenders given in item 19. The Contracting Authority must reply to all tenderers' questions at least 11 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier will be published at the latest 11 days before the submission deadline on the EuropeAid website at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>.

### 19. Deadline for submission of tenders

**05 June 2015**, 12:00 hours Central European Time at:  
Delegation of the European Union to the Republic of Serbia  
Finance and Contracts Section  
Vladimira Popovica 40/V  
11070 New Belgrade, Republic of Serbia



Opening hours: 9:30-16:00

Any tender received by the Contracting Authority after this deadline will not be considered.

**20. Tender opening session**

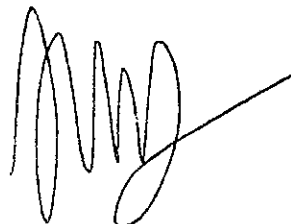
**05 June 2015**, 15:00 hours Central European Time at:  
Delegation of the European Union to the Republic of Serbia  
Finance and Contracts Section  
Vladimira Popovica 40/V  
11070 New Belgrade, Republic of Serbia

**21. Language of the procedure**

All written communications for this tender procedure and contract must be in English.

**22. Legal basis**

Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11.3.2014 establishing an Instrument for Pre-Accession Assistance (IPA II) and Regulation (EU) N°236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.