

Public document to be completed by the Contracting Authority

## **SERVICE CONTRACT NOTICE**

### **Support to Public Administration Reform visibility and communication under the PAR Sector Reform Contract - RE-LAUNCH**

Location – Republic of Serbia

**1. Publication reference**

EuropeAid/138101/DH/SER/RS

**2. Procedure**

Restricted

**3. Programme title**

Annual Action Programme for Serbia IPA 2015 - Sector Reform Contract for Public Administration Reform

**4. Financing**

Financing Agreement

**5. Contracting Authority**

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

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## **CONTRACT SPECIFICATION**

**6. Nature of contract**

Fee-based

**7. Contract description**

Specific objective of this assignment is to support the Ministry of Public Administration and Local Self Government of the Republic of Serbia (MoPALSOG) and the European Union Delegation to the Republic of Serbia to develop and implement comprehensive Public Administration Reform communication strategy. The project will support the on-going reforms within the public administration system in Serbia through the provision of communication advice and capacity building. In particular, it will help to strengthen the capacity of the MoPALSOG and other stakeholders to publicise, promote and explain the public administration reforms and increase access to and the transparency of information.

The assignment aims to parallel, deepen and extend the support being provided to the

Government of Serbia through the Public Administration Reform Sector Budget Support Programme. The project is part of the Complementary Support of the Sector Reform Contract and will be implemented in parallel with two other Complementary Support projects: Support to Public Finance Management reform in the Republic of Serbia, and Support to the implementation of the Public Administration Reform in the Republic of Serbia.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

EUR 2,500,000

**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 the estimated amount of approximately 2,500,000. 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 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 29 below) . Participation is also open to international organisations.

**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 (i.e., 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 unless prior approval from the Contracting Authority has been obtained (see Practical Guide – PRAG - 2.4.3.). 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 PRAG.

#### **16. Sub-contracting**

Subcontracting is allowed up to maximum 25 % of the total contract value.

#### **17. Number of candidates to be short-listed**

On the basis of the applications received, between 4 and 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**

May 2017

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

October 2017

#### **20. Initial period of implementation of tasks**

30 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 unless specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

- 1) **Economic and financial capacity of candidate** (based on item 3 of the application form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.

- a) The average annual turnover of the candidate for the last three years for which accounts have been closed must be at least 1,000,000 EUR
- 2) **Professional capacity of candidate** (based on items 4 and 5 of the application form). The reference period which will be taken into account will be the last five years from submission deadline.
- a) At least four (4) permanent staff currently work for the candidate in the field of public administration reform.
- 3) **Technical capacity of candidate** (based on items 5 and 6 of the application form). The reference period which will be taken into account will be the last five years from submission deadline.
- a) The candidate has provided services under **at least two contracts** (with a value of the services in the contract carried out by the candidate being at least EUR 1,000,000) in the field of support to the reform of public administration

AND

- b) The candidate has provided services under **at least one contract** (with a value of the services in the contract carried out by the candidate being at least EUR 200,000) in the field of communication campaigns and awareness raising campaigns.

For selection criteria listed under 21.3 a) and 21.3 b) this means that the project the candidate refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Candidates/tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment). In case of projects still on-going only the portion satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value. If a candidate/tenderer has implemented the project in a consortium, the percentage that the candidate/tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used. Previous experience which caused breach of contract and termination by a Contracting Authority shall not be used as reference.

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 a commitment on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality – and must fulfil the same relevant selection criteria as the economic operator. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

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 candidates. The only factors which will be taken into consideration during this re-examination are:

- 1) The total number of the reference projects found eligible under 21.3 (please note that a reference project found eligible both under 21.3.a) and 21.3.b) will only be counted once in the re-examination) In case of equality on this criterion, then
- 2) the value of the eligible part (the portion carried out by the bidding candidate) of the projects found eligible under criterion 21.3 (both a) and b)).

## **22. Award criteria**

Best price-quality ratio.

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# **APPLICATION**

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

05 May 2017, 15:00 CET

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

## **24. Application format and details to be provided**

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=B>

The application must be accompanied by a declaration of honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

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 in a sealed envelope:

EITHER by recorded delivery (official postal service) to:

The Delegation of the European Union to the Republic of Serbia  
Vladimira Popovica 40, Avenue XIXa  
11 070 - New Belgrade, Serbia

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

In this case, the delivery record makes proof of compliance with the time-limit for receipt.

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

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In this case, the acknowledgment of receipt makes proof of compliance with the time-limit for receipt.

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.

By submitting an application candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the application.

## **26. Alteration or withdrawal of applications**

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) 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. Date of publication of prior information notice**

31 May 2016

OJ Dossier no. EA641/JOS 88

## **29. Legal basis<sup>1</sup>**

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 and 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).

## **30. Additional information**

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<sup>1</sup> Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).

Opening hours of the Contracting Authority: 9:30-16:00 CET.

Please note that 01 and 02 May 2017 are non-working days for the Delegation of the European Union to the Republic of Serbia.

E-mail address of the Contracting Authority: [Delegation-Serbia-FCS@eeas.europa.eu](mailto:Delegation-Serbia-FCS@eeas.europa.eu)

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