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**RS-Belgrade: IPA — support to e-government development**  
**2010/S 153-235588**

**Location: Europe (non-EU) — Serbia (RS)**

**Service procurement notice**

Common procurement vocabulary (CPV):

Main object:

71356200 Technical assistance services

1. **Publication reference:**

EuropeAid/129913/C/SER/RS.

Internet address(es):

General address of the contracting authority: <http://www.delscg.ec.europa.eu/>

2. **Procedure:**

Restricted.

3. **Programme:**

IPA.

4. **Financing:**

Budget line.

5. **Contracting authority:**

European Union, represented by the European Commission, on behalf of and for the account of the beneficiary countries.

6. **Nature of contract:**

Fee-based.

7. **Contract description:**

The aim of this contract is to provide technical assistance for the extended use of e-government as part of the public administration reform (PAR) in Serbia. The purposes of the contract are: strengthening the legislative framework and the institutional capacity related to the use of e-government within the Serbian public administration; supporting the implementation of public administration reforms necessary for the further development of e-government; providing assistance to the development of a national interoperability framework; creating and/or further developing basic public services to citizens through the use of e-government.

Besides the main project partners, the Ministry of Public Administration and the Ministry of Telecommunications, the project will be implemented in cooperation with the General Secretariat of the Government, with the National Information Technology and Internet Agency, and with the administrative bodies responsible for the selected e-services.

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

The contract is divided into lots: No, 1 lot only.

9. **Budget:**

Maximum budget: 1 300 000 EUR.

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 (participating either individually or in a grouping (consortium) of candidates) which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (see also item 29 below). Participation is also open to international organisations. The participation of natural persons is 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 (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 1 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 1 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 shortlisted application forms will be excluded from this restricted tender procedure. Shortlisted 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 EU external actions'.
16. **Subcontracting:**  
Subcontracting is allowed.  
Maximum percentage of the contract value which may be subcontracted: 30 %.
17. **Number of candidates to be shortlisted:**  
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. 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.

### **Provisional timetable**

18. **Provisional date of invitation to tender:**  
30.9.2010.
19. **Provisional commencement date of the contract:**  
18.1.2011.

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

Duration in months: 18.

**Selection and award criteria**

21. **Selection criteria:**

Same criteria for legal and natural person.

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:

In the case of the applicant being a public body equivalent information should be provided:

1. the average annual turnover of the candidate for the years 2007, 2008 and 2009 must be at least 900 000 EUR;

2. the averages of cash and cash equivalents at the beginning and end of year are positive.

2) Professional capacity of candidate:

1. at least 10 persons currently work for the candidate in fields related to this contract;

2. at least 20 % of staff working for the candidate in fields related to this contract are permanent.

3) Technical capacity of candidate:

1. the candidate has participated in at least 2 projects in the field of e-government in EU countries or EU candidate/potential candidate countries in the past 5 years;

2. the candidate has completed at least 1 project, with candidate's proportion that is equivalent to or more than 400 000 EUR, within the 5-year period prior to the closing date of submission of the application, on support to the public administration for the development of e-government services;

3. the candidate has worked successfully on at least 2 projects with a budget of at least 1 000 000 EUR providing assistance in the implementation of public administration reform, with candidate's proportion that is equivalent to or more than 400 000 EUR, within the 5-year period prior to the closing date of submission of the application.

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. 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.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be re-examined to identify the 8 best applications for the tender procedure. The only factors which will be taken into consideration during this re-examination are:

— higher number of projects, which meet the requirements as set in point 21.3.1,

— higher number of projects, which meet the requirements as set in point 21.3.2.

22. **Award criteria:**

Best value for money.

**Application**

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

10.9.2010 (15:00), 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, the format and instructions of which must be strictly observed. The application form is available at the following Internet address: [http://ec.europa.eu/europeaid/work/procedures/implementation/services/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/services/index_en.htm)

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 exclusively to the contracting authority in the following language — English:  
— either by recorded delivery (official postal service) to:

Delegation of the European Union to the Republic of Serbia, 19 GTC Avenue Building, Vladimira Popovica 40, 11070Belgrade, SERBIA,

— or hand-delivered (including courier services) directly to the contracting authority in return for a signed and dated receipt to:

attention: Mr Darko Popovic. Tel. +381 113083200. Fax +381 113083201. E-mail: [delegation-serbia-tenders@ec.europa.eu](mailto:delegation-serbia-tenders@ec.europa.eu)

As in abovementioned address.

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 applications.

No applications 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 contract forecast notice:**

Date: 9.4.2010.

29. **Legal basis:**

Council Regulation (EC) No 1085/2006 of 17.7.2006 (IPA Regulation).

30. **Additional information:**

Candidates with questions regarding this procurement notice should send them in writing to the e-mail address indicated in item 25 above (mentioning the publication reference shown in item 1) at least by 15 days before the deadline for submission of tenders given in item 23.

The contracting authority must reply to all tenderers' questions at least 10 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier will be published at the latest 10 days before the submission deadline on the following websites:

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and <http://www.europa.rs>

31. **Date of dispatch of this notice:**

28.7.2010.