

## **SERVICE CONTRACT NOTICE**

### **Business incubators enabled to provide high value services to SMEs**

**Location** - Republic of Serbia

**1. Publication reference**

EuropeAid/138923/IH/SER/RS

**2. Procedure**

Restricted

**3. Programme title**

National Programme for Serbia under IPA II for the year 2014

**4. Financing**

Financing agreement

**5. Contracting Authority**

The Government of the Republic of Serbia, represented by the Ministry of Finance, Department for Contracting and Financing of EU Funded Programmes (CFCU), Belgrade, Serbia

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## **CONTRACT SPECIFICATION**

**6. Nature of contract**

Fee-based

**7. Contract description**

The aim of this project is to support existing as well as newly established business incubators (BIs) to upgrade their services and adjust them to tenants needs. Two types of BIs should be dealt with separately. The first group consists of incubators with focus on innovative, high-tech start-ups, with high potential for growth. The second group consists of BIs with special focus on reducing unemployment of youth, women and/or other vulnerable groups.

The intervention should target at least 5 (and up to 7) BIs belonging to the first group of BI, predominantly located in university centres (e.g. Belgrade, Novi Sad, Nis, Kragujevac, Subotica). Focus of the intervention for this group should be on (1) building up of service portfolio of existing BIs and (2) development of capacities of the newly established BIs. The aim is to provide services in accordance with the needs of innovative start-up companies and Small and Medium-sized Enterprises (SMEs) enabling them to create a high added value products and services that would

increase their competitiveness in the global market and their export potential. These services should include for example, innovation management counselling, product development services, networking with potential clients and/or investors, protection and development of intellectual property (IP) rights, counselling regarding market replication/market penetration, internationalization, etc. Support requested for this group of BIs should be specific, tailor-made in accordance with the needs of each individually selected BI.

On the other hand, portfolio of services for the second group of BIs should be increased by focusing on a basic set of BIs' services and competencies (such as: assistance in business training, marketing, accounting and financial management, networking, administrative or office services, etc.).

Indicatively, in the course of the project the following results on output level should be achieved:

- Performed assessment of current situation of BIs in Serbia, (that should provide updated information regarding the number of functional BIs, their service portfolio, recommendations for further improvements at the level of individual BIs, etc.)
- Improved capacities of BIs supporting hi-tech start-ups and those supporting self-employment of vulnerable groups in less developed areas through enhancing their service portfolio by upgrading existing and introducing new services, as well as increasing BIs management competences (in particular, through enhancing process of selection of tenants and projects, managing incubation process as well as developing methodology for continuous evaluation and monitoring of activities).
- Capacities of relevant stakeholders to further develop BIs in Serbia in accordance with PublicPrivate Partnership model upgraded.

#### **8. Number and titles of lots**

One lot only

#### **9. Maximum budget**

EUR 1,500,000

#### **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 1500,000 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.

The candidates may submit an application for one lot only, several lots or all of the lots, but only one application per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

## **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 30 % of the 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**

February 2018.

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

September 2018.

## 20. Initial period of implementation of tasks

24 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.

- The average annual turnover of the candidate over the last three years must be at least 750,000 EUR.
- Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member.

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 three years from submission deadline.

- a) At least 5 staff currently work for the candidate in the fields related to this contract.

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 one contract (with the portion of the contract carried out by the legal entity being at least EUR 600,000) in the field of building capacities of business incubators, which was implemented at any moment during the reference period.

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) Total number of the reference projects found eligible under point 21.3 and in case of equality on this criterion, then:
- 2) The value of the eligible part (the portion carried out by the candidate) of the projects found eligible under criterion 21.3.

## **22. Award criteria**

Best price-quality ratio.

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# **APPLICATION**

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

15:00 hrs Central European Time on **4 January 2018**

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 :

Ministry of Finance  
Department for Contracting and Financing of EU Funded Programmes (CFCU)  
Division for Tender Preparation and Contract Management  
Sremska 3-5 St, V floor, office 502,  
11000 Belgrade, Republic of Serbia  
E-mail:cfcu.questions@mfin.gov.rs

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:

Ministry of Finance  
Department for Contracting and Financing of EU Funded Programmes (CFCU)  
Division for Tender Preparation and Contract Management  
Sremska 3-5 St, V floor, office 502,  
11000 Belgrade, Republic of Serbia  
E-mail:cfcu.questions@mfin.gov.rs

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**

3<sup>rd</sup> May 2017

**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 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II)

**30. Additional information**

Opening hours of the Contracting Authority: 8:30-15:00 CET.

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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).