

SERVICE CONTRACT NOTICE

Technical Assistance to Support Social Inclusion of Youth through Innovative, Integrated and Tailored Services

Location: Republic of Serbia

1. Publication reference

EuropeAid/139368/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

CONTRACT SPECIFICATION

6. Nature of contract

Fee-based

7. Contract description

The aim of this contract is to ensure more coherent and efficient targeting and reaching-out to beneficiaries, achieving two major desired outcomes: support to grant beneficiaries, beneficiary institutions and contracting authority in project management, implementation, reporting, as well as EU procurement and visibility rules and definition of active inclusion and youth employment mix mechanisms on national and local level. The Technical Assistance (TA) will manage implementation of the foreseen grant scheme "Development of innovative, integrated youth tailored services and active inclusion models". It will support the Ministry of Labour, Employment, Veteran and Social Affairs (MoLEVSA), Ministry of Youth and Sports (MoYS) and Contracting Authority - Department for Contracting and Financing of EU Funded Programs (CFCU) in implementing and monitoring the grant scheme. The ensured and successful grant scheme implementation strengthened by adequate TA will contribute to an increase of employment especially of youth through enhancing: youth activity, early acquisition of work experience and entrepreneurship practices and activation of social policy

and welfare beneficiaries. The TA will support as well the improvement of institutional framework in the sector of active inclusion and youth employment as result of analysis of the present situation in the sector and give recommendations based on the progress and results achieved by the grants scheme.

8. Number and titles of lots

One lot only

9. Maximum budget

EUR 1,000,000.00

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 the estimated amount of approximately EUR 1,000,000.00. Any extension of the contract would be subject to satisfactory performance by the Contractor.

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.

Please be aware that after the United Kingdom's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates or tenderers from the United Kingdom depending on the outcome of negotiations. In case such access is not provided by legal provisions in force at the time of contract award, candidates or tenderers from the United Kingdom could be rejected from the procurement procedure.

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 15% of the total value of the contract.

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.

PROVISIONAL TIMETABLE

18. Provisional date of invitation to tender

May 2018

19. Provisional commencement date of the contract

December 2018

20. Initial period of implementation of tasks

24 months

SELECTION AND AWARD CRITERIA

21. Selection criteria

Criteria are the same 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 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 EUR 500,000.00.
- b) Current ratio (current assets/current liabilities) for the last three years 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 five years from submission deadline.

- a) At least three (3) permanent staff currently works 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 500,000) which includes provision of support to the authorities in managing of grant schemes.

AND

- b) 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 500,000) which includes provision of support in development of community based social services **and/or** improvement of social welfare service standards.

For the both criteria under 21.3 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 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 until the end of the reference period 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 has implemented the project in a consortium, the percentage that the candidate 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 re-examined 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) and in case of equality on this criterion, then
- 2) The value of the eligible part (the portion carried out by the legal entity) of the projects found eligible under 21.3.

22. Award criteria

Best price-quality ratio.

APPLICATION

23. Deadline for receipt of applications

15:00 hrs Central European Time (local time) on 2nd of April 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, Government of the Republic of Serbia

Department for Contracting and Financing of EU Funded Programmes (CFCU)
Division for Tender Evaluation and Contracting
Sremska Str, 3-5 / V floor, office 502, Belgrade, 11000
Republic of Serbia

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, Government of the Republic of Serbia
Department for Contracting and Financing of EU Funded Programmes (CFCU)
Division for Tender Evaluation and Contracting
Sremska Str, 3-5 / V floor, office 502, Belgrade, 11000
Republic of Serbia

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

12th December 2017

29. Legal basis¹

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) 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing and Instrument for Pre-Accession Assistance (IPA II)

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

30. Additional information

Opening hours of the Contracting Authority for the submission of applications: 8:00 - 15:00 CET.

Please note that in order to ensure efficient electronic correspondence with the Contracting Authority, candidates must provide e-mail addresses capable of receiving e-mails of **at least 20 MB (twenty Megabytes)**, or else specify their inbox size.

Applicants may submit questions in writing to:

Ministry of Finance
Department for Contracting and Financing of EU Funded Programmes (CFCU)
Division for Tender Preparation and Contract Management
Sremska Str, 3-5 / V floor, office 502, Belgrade, 11000
Republic of Serbia

or the email address:

cfcu.questions@mfin.gov.rs

up to 15 days before the deadline for submission of application, specifying the publication reference and the contract title.

The Contracting Authority will publish answers to all received questions on the EuropeAid website at the latest 5 days before the deadline for submission of applications and has no obligation to provide any further clarifications after this date.

Any tenderer seeking to arrange individual meetings with the Contracting Authority and/or the government of the partner country and/or the European Commission concerning this contract during the application period may be excluded from the application procedure.

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