

SERVICE PROCUREMENT NOTICE

Development of Institutional Capacity for the Management of EU Structural Funds Post -Accession (Institution Building Component)

Croatia

1. Publication reference

EuropeAid/125568/D/SER/HR

2. Procedure

Restricted

3. Programme

Phare 2006

4. Financing

Croatia 2006 Phare National Programme

5. Contracting Authority

Central Finance and Contracting Agency

CONTRACT SPECIFICATION

6. Nature of contract

Fee-based

7. Contract description

The contract will provide technical assistance to the Central Office for Development Strategy and Coordination of EU Funds in order to develop the institutional and human capacity of the Croatian central administration for the management of the EU Structural Funds. The contract will assist in realizing the preconditions for effective programming and implementation of the Structural Funds co-financed programmes and in building capacity for these tasks in relevant institutions.

8. Number and titles of lots

N.A

9. Maximum budget

EUR 2.000.000

10. Scope for additional services

N.A.

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 30 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 (ie, 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. 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 Practical Guide to contract procedures for EC external actions

16. Sub-contracting

Sub-contracting is not allowed.

17. Number of candidates to be short-listed

On the basis of the applications received, between 4-8 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

August 2008

19. Provisional commencement date of the contract

November 2008

20. Initial period of execution and possible extension of the contract

24 months.

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:

- 1) Economic and financial capacity of candidate (based on item 3 of the application form)

- (a) the annual turnover of the candidate for the years 2006 and 2007 ^[1] must be equal to or exceed EUR 1.000.000;
- (b) the cash and cash equivalents of the candidate at the end of the year 2006 and 2007 are positive.

2) Professional capacity of candidate (based on items 4 and 5 of the application form)

- (a) at least 20 staff currently work for the candidate in the field related to this contract (programming, monitoring, evaluation and audit capacities in management of Structural Funds and Cohesion Funds); and
- (b) at least 30% of all staff working for the candidate this year in fields related to this contract (programming, monitoring, evaluation and audit capacities in management of Structural Funds and Cohesion Funds) are permanent.

3) Technical capacity of candidate (based on items 5 and 6 of the application form)

The candidate has worked successfully on at least three technical assistance projects covering all of the following requirements:

- a) as sole contractor or partner of the consortium in at least one of those projects
- b) in the fields of programming of funding under EU structural instruments – European Regional Development Fund, European Social Fund, Cohesion Fund, monitoring and evaluation of funding under EU structural instruments, audit of EU structural instruments funding, and organizational development for the management of EU structural instruments
- c) completed in 2005, 2006 or 2007 or 2008
- d) implemented in a country eligible under Phare programme ^[2]
- e) with a budget (own contribution) equal to or exceeding 1.000.000 EUR

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 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 reexamined to identify the eight best applications for the tender procedure. The only factors which will be taken into consideration during this re-examination are:

- 1) The total number of projects managed by the candidate according to criterion 3, in case of competition between two or more candidates having the same number of eligible projects, the candidates will be ranked in descending order according to the total amount of their own contribution to the eligible projects.

22. Award criteria

Best value for money.

APPLICATION

23. Deadline for receipt of applications

At 16:00 Zagreb local time on 14 July 2008, at the premises of the Central Finance and Contracting Agency, Ulica grada Vukovara 284, 10000 Zagreb, Croatia

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 (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/index_en.htm), whose format and instructions must be strictly observed.

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:

- EITHER by recorded delivery (official postal service) to :

Ivana Šipic – *CFCA project manager*
Central Finance and Contracting Agency
(Središnja agencija za financiranje i ugovaranje programa i projekata EU)
Ulica grada Vukovara 284
10 000 Zagreb
Croatia

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

Ivana Šipic – *CFCA project manager*
Central Finance and Contracting Agency
(Središnja agencija za financiranje i ugovaranje programa i projekata EU)
Ulica grada Vukovara 284
10 000 Zagreb
Croatia

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 tenders. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Clause 25. The outer envelope (and the relevant inner envelope) 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. Additional information

N/A

29. Date of publication of contract forecast

23 May 2007

30. Legal basis

Council Regulation (EEC) no 3906/89 of 18 December 1989, as last amended by Council Regulation (EC) 2257/2004 of 20 December 2004.

[1]

2006 is considered to be year before last and 2007 is considered to be last year.

[2]

EU Member States, Albania, Bosnia and Hercegovina, Croatia, FYROM, Montenegro, Serbia and Turkey.