

## **SERVICE CONTRACT NOTICE**

### **Management of EU Info Centre and Info Points Location – Bosnia and Herzegovina**

**1. Publication reference** EuropeAid/137132/DH/SER/BA

**2. Procedure**

Restricted

**3. Programme title**

Information and Communication Programme 2014

**4. Financing**

BGUE-B2015-22.020401-C8-ELARG DELBIH

**5. Contracting Authority**

- European Union, represented by the European Commission on behalf of and for the account of Bosnia and Herzegovina

---

## **CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

The project aims to manage the existing EU Info Centre (EUIC) in the capital of Bosnia and Herzegovina and to establish and manage EU Info Points in Banja Luka, Mostar and Brčko in order to increase general understanding of the EU, its policies and programmes among the citizens of Bosnia and Herzegovina as well as to increase knowledge of the country's accession process and its implications among different target groups.

**8. Number and titles of lots**

No, one lot only/

**9. Maximum budget**

EUR 650,000

If the Framework Agreement for IPA II (currently in the ratification process by BiH authorities) and relevant Indirect Taxation Authority (ITA) Guidelines were not completed at the time of sending the invitation to tender, tenderers might be invited to submit two alternative financial offers, the first one including VAT and the second without VAT within the mentioned budget.

## **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 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 an 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. Participation is also open to international organisations. All supplies under this contract must originate in one or more of these countries. However, they may originate from any country when the amount of the supplies to be purchased is below 100,000 euros per purchase.

## **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 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.

#### **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**

1 September 2015

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

1 June 2016

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

12 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). In case of candidate being a public body, equivalent information should be provided.

The average annual turnover of the candidate must be at least of EUR 650,000 for the last two years.

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

At least 5 staff members working for the candidate this year in fields related to this contract are permanent.

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

The candidate has completed at least one project, or a part of the project, in the fields related to this contract, which was implemented at any moment during the last 36 months prior to the date of the procurement notice publication. Proportion carried out by the candidate must be at least of € 500,000.

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

- a. The highest number of the projects eligible as per criterion 3

In case of equality after the first re-examination factor (a), the following factor will be used:

- b. The highest combined value of the candidate's contribution (proportion carried out by the candidate) in the projects eligible as per criterion 3

In case of equality after the second re-examination factor (b), the following factor will be used:

- c. Preference will be given to the projects eligible as per criterion 3, carried out in IPA II beneficiary countries.

## **22. Award criteria**

Best value for money.

---

# **APPLICATION**

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

27 July 2015 at 16:00 hours local time plus

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?group=B>

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 :

**Delegation of the European Union to Bosnia and Herzegovina**  
**Contract and Finance Section – Procurement**  
**Skenderija 3a, 71000 Sarajevo, Bosnia and Herzegovina**

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

**Delegation of the European Union to Bosnia and Herzegovina**  
**Contract and Finance Section – Procurement**  
**Skenderija 3a, 71000 Sarajevo, Bosnia and Herzegovina**  
Opening hours: Monday to Thursday 08:30 - 17:30; Friday 08:30-14:00

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 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**

19 May 2015

## **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) N°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 Delegation of the European Union to Bosnia and Herzegovina: Monday to Thursday 08:30 - 17:30; Friday 08:30-14:00

---

<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).