European Commission
External cooperation programmes

# European Commission, EuropeAid Co-operation Office, B - 1049 Brussels, Belgium

Publication info: http://ec.europa.eu/europeaid/work/funding/documents/guide_publication_des_appels_en.pdf

## SERVICE PROCUREMENT NOTICE

*The next paragraph is optional:*

- *If NOT "ticked box", the entire paragraph is eliminated.*
- *If "ticked box", obligatory to choose 1 of 3 alternatives in the first sentence.*

(0-1) ☐ Please note that the awarding of the contract is subject to the condition of:

(0-2) ◯ the prior adoption of a financing decision and the prior conclusion of a financing agreement,

(0-2) ◯ the prior adoption of a financing decision,

(0-2) ◯ the prior conclusion of a financing agreement,

which do not modify the elements of the procurement procedure (this will be the case, for instance, if the budgetary envelope initially foreseen is different or if the timeframe, the nature or the condition of the implementation are altered).

If the precedent condition is not met, the contracting authority will either abandon the procurement or cancel the award procedure without the candidates or tenderers being entitled to claim any compensation.

**Contract title:** (0-3) Support to the introduction of Public Internal Financial Control (PIFC) in Bosnia and Herzegovina

**Location:**

(0-4) Area/region: *Select region(s) [(multiple) regions can be selected/unselected by holding down the CTRL key while selecting; use the Clear button to empty the selected regions field]*

(0-5)
- ACP countries
- Asia
- Caribbean Region
- Central Africa
- Central America
- Gulf countries
- East Africa
- EEC (Andean Community Cooperation Agreemer
- Latin America
- Mediterranean Partners
- Mercosur
- Pacific ACP countries

Clear *(selected regions)*

Other: (0-6) Pre-accession countries

(0-4) Country/countries: *Select country/countries [(multiple) countries can be selected/unselected by holding down the CTRL key while selecting; use the Clear button to empty the selected countries field]*

(0-7)
- BELGIUM (BE)
- BELIZE (BZ)
- BENIN (BJ)
- BERMUDA (BM)
- BHUTAN (BT)
- BOLIVIA (BO)
- BOSNIA AND HERZEGOWINA (BA)
- BOTSWANA (BW)
- BOUVET ISLAND (BV)
- BRAZIL (BR)
- BRITISH INDIAN OCEAN TERRITORY (IO)
- BRUNEI DARUSSALAM (BN)

Clear *(selected countries)* BOSNIA AND HERZEGOWINA (BA)

**Common Procurement Vocabulary**

*To fill in a CPV code or a supplementary vocabulary do the following:*

- *Specify a search text, e.g. "software", in the 'Search for' field and click the '<Search' or 'Search>' button to find the previous or next entry containing the search text. The found entry is shown and selected in the list box above the 'Search for' field.*
- *You can also browse through the entry list using the scrollbar (Adobe Reader or Acrobat 9) or entry by entry by clicking the 'Up' or 'Down' buttons (Adobe Reader or Acrobat 8).*
- *When you have selected the right CPV code or supplementary vocabulary just click the corresponding '<<<' button below to transfer it to the proper main or additional object field. An object field can be cleared by clicking the corresponding 'Clear' button.*

***For more information about CPV codes, see FAQ number x, available at: http://ec.europa.eu/europeaid/work/procedures/implementation/faq/index_en.htm***

*The CPV code selection works best with Adobe Reader or Acrobat version 9 or above. The latest version of Adobe Reader can be downloaded free of charge from http://www.adobe.com/go/EN_US-H-GET-READER*
*Note: you have installed Adobe Reader version 8.106 on your PC.*

***Search for CPV codes***

03000000-1: Agricultural, farming, fishing, forestry and related products
03100000-2: Agricultural and horticultural products
03110000-5: Crops, products of market gardening and horticulture
03111000-2: Seeds
03111100-3: Soya beans
03111200-4: Peanuts
03111300-5: Sunflower seeds
03111400-6: Cotton seeds
03111500-7: Sesame seeds
03111600-8: Mustard seeds
03111700-9: Vegetable seeds
03111800-0: Fruit seeds
03111900-1: Flower seeds

Up Down

Search for: technical < Search Search >

***Search for supplementary vocabulary***

AA01-1: Metal
AA02-4: Aluminium
AA03-7: Bronze
AA04-0: Copper
AA05-3: Iron
AA06-6: Lead
AA07-9: Nickel
AA08-2: Tin
AA09-5: Zinc
AA10-8: Alloy

Up Down

Search for: < Search Search >

| | **Main vocabulary** *(dddddddd-d)* | **Supplementary vocabulary** *(XXdd-d)* | |
|---|---|---|---|
| **Main object** | 71356200-0 (0-8)<br>Technical assistance services <<< Clear | (0-9)<br><<< Clear | <<< Clear |
| **Additional object(s)** | (0-10)<br><<< Clear | (0-11)<br><<< Clear | <<< Clear |
| | <<< Clear | <<< Clear | <<< Clear |
| | <<< Clear | <<< Clear | <<< Clear |
| | <<< Clear | <<< Clear | <<< Clear |

## 1) PUBLICATION REFERENCE

*Publication reference of the corresponding contract forecast notice.*

(1-1) EuropeAid/126575/C/SER/BA

**Internet address(es)** *(if applicable)* (1-2) http://www.delbih.ec.europa.eu/
General address of the contracting authority (*URL*):

## 2) PROCEDURE

Restricted

## 3) PROGRAMME

(3-1) ◉ IPA ○ DCI ○ NSI ○ ICI ○ ENPI ○ EIDHR ○ IfS ○ EDF

(3-1) ○ Other: (3-2)

## 4) FINANCING

(4-1) ○ Budget line

(4-1) ◉ Financing agreement

(4-1) ○ Other: (4-2)

## 5) CONTRACTING AUTHORITY

(5-1) ◉ *(Centralised procedure)*

European Community, represented by the European Commission on behalf of and for the account of the beneficiary (5-2) countries

(5-1) ○ *(Decentralised procedure)*

The beneficiary: (5-3)

## 6) NATURE OF CONTRACT

(6-1) ○ Global price

(6-1) ◉ Fee-based

## 7) CONTRACT DESCRIPTION

*Recommended max 10 lines but up to 20 should be possible.*

(7-1) The requested services will consist of provision of assistance for the establishment of Central Harmonisation Units for PIFC, development of the legal framework, internal audit and financial management control for a successful introduction of the PIFC concept in BiH Institutions at state and entity level.

## 8) NUMBERS AND TITLES OF LOTS

The contract is divided into lots:

(8-1) ◉ No, 1 lot only

(8-1) ◯ Yes, number of lots: (8-2) _____ *(MIN=2 MAX=20)*

*If more than 1 lot:*

| LOTS | TITLES |
|---|---|
| **01** (8-3) | |
| **02** (8-3) | |
| **03** (8-3) | |
| **04** (8-3) | |
| **05** (8-3) | |
| **06** (8-3) | |
| **07** (8-3) | |
| **08** (8-3) | |
| **09** (8-3) | |
| **10** (8-3) | |
| **11** (8-3) | |
| **12** (8-3) | |
| **13** (8-3) | |
| **14** (8-3) | |
| **15** (8-3) | |
| **16** (8-3) | |
| **17** (8-3) | |
| **18** (8-3) | |
| **19** (8-3) | |
| **20** (8-3) | |

## 9) BUDGET

**Maximum budget**
*(Give figures only)*

(9-1) 654.600

Currency:

(9-2) ◉ **EUR**

(9-2) ○ *(only if decentralised procedure)*

(9-3)

## 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

(11-1) ✔ *If programme in point 3 is NOT EDF*

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.

(11-1) ☐ *If programme in point 3 is EDF*

Participation in tendering is open on equal terms to natural and legal persons [participating either individually or in a grouping (consortium) of tenderers] from ACP States and Member States of the European Union and international organisations as authorised by the instrument applicable to the programme under which the contract is financed (see also item 29 below).

## 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 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.

(13-1) *If number of lots is more than 1 lot, defined in article 8.*
*No restrictions may be made in the number of lots a tenderer can be awarded.*

The candidates may submit an application for 1 lot only, several lots or all of the lots, but only 1 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. 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

*Specify whether or not sub-contracting will be allowed and, if so, the maximum percentage of the contract value which may be sub-contracted.*

(16-1) ○ Sub-contracting is not allowed.

(16-1) ◉ Sub-contracting is allowed

- Maximum percentage of the contract value which may be sub-contracted. (16-2) 10 %
- Activities which may be sub-contracted: (16-3) Training on internal audit

## 17) NUMBER OF CANDIDATES TO BE SHORT-LISTED

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

Date: (18-1) 01/11/2009 *(dd/mm/yyyy)*

## 19) PROVISIONAL COMMENCEMENT DATE OF THE CONTRACT

Date: (19-1) 01/03/2010 *(dd/mm/yyyy)*

## 20) INITIAL PERIOD OF IMPLEMENTATION OF TASKS

Duration in months: (20-1) 12 *(from the award of the contract)*

# SELECTION AND AWARD CRITERIA

## 21) SELECTION CRITERIA

*The selection criteria should be clear and non-discriminatory and may not go beyond the scope of the contract.*
*The reference period may not go beyond the past 3 years. Consideration has to be made regarding which proof documents should be requested for the relevant selection criteria. Please remember that the selection criteria are applied to the entity/entities signing the contract and not the experts whose CVs are evaluated in the technical evaluation. See section 2.4.12 of the Practical Guide to contract procedures for EC external actions.*
*If appropriate for the project and subject to the principal of equal treatment separate criteria for natural persons may be published and applied.*

(21-1) ◉ Same criteria for legal and natural person.

(21-1) ○ Separate 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** *(based on item 3 of the application form)*
In case of applicant being a public body equivalent information should be provided.

*The objective of this criterion is to examine whether or not the candidate (ie, the consortium as a whole, in the case of an application from a consortium):*

- *will not be economically dependent on the Contracting Authority in the event that the contract is awarded to it; and*
- *has sufficient financial stability to handle the proposed contract.*

(21-2) ✔ *If same criteria for legal and natural person*

***Examples of financial criteria:***

- *the average annual turnover of the candidate must exceed the annualised maximum budget of the contract (ie, the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceeds 1 year); and*
- *the averages of cash and cash equivalents at the beginning and end of year are positive.*

**Criteria:**

1. (21-3) The average annual turnover of the candidate for the past two years must exceed the maximum budget of the contract (EUR 654,600.00).
2. (21-3)
3. (21-3)

(21-2) ☐ *If separate criteria for legal and natural person*

**Legal persons:**

***Examples of financial criteria for <u>legal</u> persons:***

- *the average annual turnover of the candidate must exceed the annualised maximum budget of the contract (ie, the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceeds 1 year); and*
- *the averages of cash and cash equivalents at the beginning and end of year are positive.*

**Criteria:**

1. (21-4)
2. (21-4)
3. (21-4)

**Natural persons:**

***Examples of financial criteria for <u>natural</u> persons:***

- *the available financial resources of the candidate must exceed the annualised maximum budget of the contract (ie, the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceeds 1 year); and*
- *the financial situation of the candidate should not be in deficit, taken into account debts, at the beginning and end of year.*

**Criteria:**

1. (21-5)
2. (21-5)
3. (21-5)

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

*The objective of this criterion is to examine whether or not the candidate (ie, the consortium as a whole, in the case of an application from a consortium):*

- *has sufficient ongoing staff resources and expertise to be able to handle the proposed contract; and*
- *is not a so-called 'body shop', ie, a candidate with no real expertise in fields related to the contract but which simply identifies and proposes experts to fit the project description.*

*Note that Terms of Reference should avoid being too prescriptive, in order to discourage applications from so-called 'body shops'.*

(21-6) ✔ *If same criteria for legal and natural person*

***Examples of professional criteria:***

- *has a professional certificate appropriate to this contract, such as <specify>;*
- *at least <number related to the quantity of expertise required for this contract> staff currently work for the applicant in fields related to this contract; and*
- *at least 20% of all staff working for the candidate this year in fields related to this contract are permanent.*

**Criteria:**

1. (21-7) At least ten permanent staff employed by the candidate work currently in the fields related to this contract.
2. (21-7)
3. (21-7)

(21-6) ☐ *If separate criteria for legal and natural person*

**Legal persons:**

***Examples of professional criteria for legal persons:***

- *has a professional certificate appropriate to this contract, such as <specify>;*
- *at least <number related to the quantity of expertise required for this contract> staff currently work for the applicant in fields related to this contract; and*
- *at least 20% of all staff working for the candidate this year in fields related to this contract are permanent.*

**Criteria:**

1. (21-8)
2. (21-8)
3. (21-8)

**Natural persons:**

***Examples of professional criteria for natural persons:***

- *has a professional certificate appropriate to this contract, such as <specify>;*
- *is currently working/has worked during the past 3 years < as manager/team-leader etc. > with <number related to the quantity of expertise required for this contract> collaborators in fields related to this contract.*

**Criteria:**

1. (21-9)
2. (21-9)
3. (21-9)

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

*The objective of this criterion is to examine whether or not the candidate (ie, the consortium as a whole, in the case of an application from a consortium):*

- *has sufficient expertise and experience to be able to handle the proposed contract*

(21-10) ✔ *If same criteria for legal and natural person*

***Examples of technical criteria:***

- *the candidate has worked successfully on at least < 1 / 2 / 3 > project<s> with a budget of at least that of this contract in fields related to this contract in the past 3 years*

**Criteria:**

1. (21-11) The candidate has completed successfully at least 2 projects, each with a budget of at least that of this contract in fields related to this contract in the past 36 months prior to the date of publication of this procurement notice. The proportion carried out by the candidate must be at least that of this contract.
2. (21-11)
3. (21-11)

(21-10) ☐ *If separate criteria for legal and natural person*

**Legal persons:**

***Examples of technical criteria for legal persons:***

- *the candidate has worked successfully on at least < 1 / 2 / 3 > project<s> with a budget of at least that of this contract in fields related to this contract in the past 3 years*

**Criteria:**

1. (21-12)
2. (21-12)
3. (21-12)

**Natural persons:**

***Examples of technical criteria for natural persons:***

- *the candidate has worked successfully on at least < 1 / 2 / 3 > project<s> with a budget of at least that of this contract in fields related to this contract in the past 3 years*

**Criteria:**

1. (21-13)
2. (21-13)
3. (21-13)

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

(21-14) Number of completed projects that satisfy the criterion 3) 1.

(21-14) Cumulative value of completed projects that satisfy the criterion 3) 1.

(21-14)

**22) AWARD CRITERIA**

Best value for money.

# APPLICATION

## 23) DEADLINE FOR RECEIPT OF APPLICATIONS

*Must be at the close of a business of a working day at least 30 calendar days after the date of publication of this procurement notice.*

Date: (23-1) 12/10/2009 *(dd/mm/yyyy)* (23-2) ○ Central European Time (23-2) ● Local Time (23-3) 16:00 *(hh:mm)*

Any application received after this deadline will not be considered.

## 24) APPLICATIONS 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.

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: (25-1) English

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

**Official name:**

(25-2) Delegation of the European Commission to Bosnia and Herzegovina

**Postal address:**

(25-3) Skenderija 3A

**Town:** (25-4) Sarajevo

71000

**Country:** (25-6) BOSNIA AND HERZEGOWINA (BA)

BOSNIA AND HERZEGOVINA,

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

**Contact points**

For the attention of: (25-7) Procurement Team

Telephone: (25-8) +38733254700

*(+<international code> <national number>)*

(25-9) ● As in above-mentioned address

(25-9) ○ Other: *please complete the next table*

*If hand delivered address different from the main address:*

**Official name:**

(25-10)

**Postal address:**

(25-11)

**Town:** (25-12)

**Postal code:** (25-13)

**Country:** (25-14)

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: (27-1) English

## 28) DATE OF PUBLICATION OF CONTRACT FORECAST NOTICE

*Must have been at least 30 calendar days before the publication of this procurement notice.*

Date: (28-1) 06/02/2008 *(dd/mm/yyyy)*

Notice number in OJ: (28-2) [ ] /S [ ] - [ ] *(optional)*

## 29) LEGAL BASIS

*Regulation or other instrument under which this contract is to be financed.*

(29-1) ✔ *If programme in point 3 is NOT EDF*

(29-2) Council Regulation (EC) No 1085/2006 establishing an instrument for pre-accession assistance (IPA)

(29-1) ☐ *If programme in point 3 is EDF*

ACP-EC Partnership Agreement signed at Cotonou on 23 June 2000 as amended on 25 June 2005 and in 2008 (Annex IV).

## 30) ADDITIONAL INFORMATION

(30-1) Ad-11: See also http://ec.europa.eu/europeaid/work/procedures/implementation/eligibility/index_en.htm next enter General Annex A2, eligibility programmes 2007–2013' and go to 'Instrument for Pre-Accession Assistance (Council Regulation (EC) No 1085/2006 — OJ L 210/82 of 31.7.2006).

## 31) DATE OF DISPATCH OF THIS NOTICE

Date: (31-1) 07/09/2009 *(dd/mm/yyyy, automatically filled when saving the form)*