

SERVICE PROCUREMENT NOTICE

Improving the development and capacity of Social Dialogue and Social Partners in BiH

Tender No – EC/BIH/08/033
Location – Bosnia and Herzegovina

1. Publication reference

EuropeAid/127018/C/SER/BA

2. Procedure

International Restricted Procedure

3. Programme

IPA 2007

4. Financing

BGUE-B2009-22.020200-C8-ELARG DELBIH

5. Contracting Authority

European Community, represented by the European Commission, on behalf of and for the account of the beneficiary country Bosnia and Herzegovina)

6. Nature of contract

Technical Assistance - Fee-based

7. Contract description

The project will assess the alternatives for the development of the state level social dialogue through the work of the Social and Economic Council. The possible architecture of social dialogue will be proposed, tested and conditions and instruments for their implementation will be put in place..

It will also build social partners capacities for an active engagement in the social dialogue. An expanded engagement of the social partners in the prioritised areas of social dialogue will be achieved, as will the necessary linkages with the EU and ILO structures and standards.

The project should deliver more informed Trade unions and Employers associations, and it should increase confidence to engage in a constructive dialogue at national and sub national levels.

8. Number and titles of lots

n/a

9. Maximum budget

500,000.00 EUR

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 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 and 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) N° 1085/2006 - OJ L 210/82 of 31.7.2006)**.

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

Subcontracting of up to 10% of the contract value is permissible subject to approval of the Contracting Authority.

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

April 2009

19. Provisional commencement date of the contract

September 2009

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

12 months

SELECTION AND AWARD 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) An average annual turnover of candidate(s) must exceed 1 million Euro (for each of the two years) for the year before last and last year (2007, 2008).

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

(a) at least 3 of all staff working for the candidate(s) currently work in fields related to this contract (institutional and capacity building and/or strengthening functions of strategic and policy planning)

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

(a) candidate(s) have implemented at least two major projects (minimum 500,000 Euro per project implemented by the candidate) in fields related to this contract (as defined under 2a) completed in the past thirty six months before the launch of this tender.

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 number of the completed relevant projects as defined under 3(a) and

2) The total value of the completed relevant projects as defined under 3(a)

22. Award criteria

Best value for money.

APPLICATION

23. Deadline for receipt of applications

16th March 2009, 12:00 Central European Time

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), next enter IMPLEMENTATION, choose service contract and go to the relevant annexes. The 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 :
- OR hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

Attn; Contract and Finance Procurement Team

Delegation of the European Commission to Bosnia and Herzegovina

Skenderija 3a

Bosnia and Herzegovina

Fax number (0038733) 666037

E mail –DELEGATION-BIH-PROCUREMENT@ec.europa.eu

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

26/April/2008

30. Legal basis

Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA)