

## **SERVICE CONTRACT NOTICE**

### **Entrepreneurial Learning in BiH education systems-phase II**

#### **Bosnia and Herzegovina**

**1. Publication reference**

EuropeAid/132707/C/SER/BA

**2. Procedure**

Restricted

**3. Programme**

IPA 2011

**4. Financing**

BGUE-B2013-22.020200-C8-ELARG DELBIH

**5. Contracting Authority**

The European Commission Delegation to Bosnia and Herzegovina

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## **CONTRACT SPECIFICATION**

**6. Nature of contract**

Fee-based

**7. Contract description**

The project contributes to increased employability of labour force through reducing a gap between systems of education and labour. It will further develop human resources and institutional capacities in entrepreneurial learning in order to increase overall competitiveness. Entrepreneurial learning will be integrated as a key competence in primary, general secondary and vocational education (ISCED 2 and 3) in selected subjects. Selected strategic priorities from Action plan for entrepreneurial learning (of Strategy for entrepreneurial learning in education systems in BiH for 2012-2015) covering priorities identified for first two years of implementation of the Action plan.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

1,000 000 Euro

**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.

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## **CONDITIONS OF PARTICIPATION**

### **11. Eligibility**

#### **BUDGET**

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.]

### **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 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 Practical Guide to contract procedures for EC external actions

### **16. Sub-contracting**

Subcontracting is 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.

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## PROVISIONAL TIMETABLE

### 18. Provisional date of invitation to tender

01/06/2013

### 19. Provisional commencement date of the contract

3<sup>rd</sup> quarter of 2013

### 20. Initial period of implementation of tasks

24 months

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## SELECTION AND AWARD CRITERIA

### 21. Selection criteria

Same 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 candidate being a public body, equivalent information should be provided.

a) Annual turnover of the candidate must exceed 500.000 Euro for each of the last three years.

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

a) at least 5 staff currently working for the candidate(s) in the fields related to this contract (institutional and capacity building in entrepreneurial learning field and/or entrepreneurial skills for needs of Small and Medium Enterprises)

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

a) the candidate has provided services under at least 2 major projects of value of at least EUR 1,000 000 each in the fields related to this contract (defined under 2.a), with the candidates proportion of a minimum 50%, implemented at any moment during the 36 month prior to submission deadline.

The candidate may refer to a part of a contract it is implementing where the contract is not yet completed, but then only the part which the candidate has provided may be used as reference and the candidate needs to be able to submit documentary evidence of this completed part(s), e.g. a statement from the Contracting Authority which ordered or purchased the service, a copy of a contract, approval of progress reports, projects deliverables, proof of payment of interim/final invoices, etc.

If a candidate/tenderer has implemented the project in a consortium, the percentage that the candidate/tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services, supplies or works provided if the selection criteria relating to the pertinence of the experience have been used

Previous experience which would have lead to breach of contract and termination by a Contracting Authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

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 number of references considered valid as per criterion 21.3a)
- b) The total financial value of the references considered valid as per criterion 21.3a)

## **22. Award criteria**

Best value for money.

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# **APPLICATION**

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

**16:00 Central European Time on 20<sup>th</sup> April 2013**

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, 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/work/procedures/implementation/services/index\\_en.htm](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 in English exclusively to the Contracting Authority in a sealed envelope:

Delegation of European Union to Bosnia and Herzegovina

Skenderija 3a, Sarajevo

Procurement Team

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

Delegation of European Union to Bosnia and Herzegovina

Skenderija 3a, Sarajevo

## Procurement Team

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**

16.03.2012

### **29. Legal basis**

Instrument for Pre-Accession Assistance (Council Regulation (EC) No 1085/2006 — OJ L 210/82 of 31.7.2006).

### **30. Additional information**

n/a