



EUROPEAN UNION

Delegation of the European Union to Bosnia and Herzegovina

Clarification to the Service Contract Notice

Project Title: Modernisation of HRM systems in the civil service

Publication reference: EuropeAid/ 132768/C/SER/BA

Question 1:

Regarding the Modernization of HRM Systems in the Civil Service project, what I understand from here was that this project will have 2 core areas:

- 1) Reorganization, job analysis and standardization
- 2) Strengthening capacities and develop monitoring systems + support (regarding this point I would like to understand that if this indicating the investment on a HR Software system and if so what is the number of people that this system will monitorize?)

Answer 1:

Terms of reference containing detailed information will be send as part of the Tender dossier only to the short listed candidates.

Question 2:

With reference to the Service Tender Procedure for the above mentioned project and the requirements indicated in the Selection and Award Criteria Section of the Service Contract Notice, point 21.3.1 Technical capacity of the candidate (po 4) we would like to ask for clarification on the following points:

- a) Could you please confirm that projects related to public administration reform, institution building/strengthening of public bodies (Ministries, governmental Agencies ...) which include components/activities related to HRM would be considered as qualifying under the criterion: "...in the area of HRM in the civil service"?
- b) Could you please clarify if projects related to strengthening of the capacities and modernisation of the Vocational Education and Training System which include components/activities related to strengthening the overall institutional and administrative capacity, improving governance of VET stakeholders by development of a Human Resource Plan, Human Resources Development Policies and HRM instruments and tools would be considered as qualifying under the criterion: "...in the area of HRM in the civil service"?

Answer 2:

The Contracting Authority can not give prior opinions on the eligibility of the projects. The eligibility will be assessed, in accordance to the criteria published, by the appointed Evaluation Committee.

Question 3:

The Technical Selection Criterion 21.3.1 of the Service Procurement Notice for the above mentioned project requests:" the candidate has worked successfully on at least 2 projects with a budget of at least 1,000,000 EUR each, where the proportion carried out by the candidate was at least 50%, in the area of HRM in the civil service which were completed during the 36 months prior to the deadline for submission of applications".

Could you please clarify if a project with a 10,139,890 EUR budget and 22% carried out by the candidate where the candidate received 2,235,000 EUR could be also considered as eligible?

Answer 3:

Each element of the technical capacity criterion must be met individually. At least 2 projects, each of them with a budget of at least 1,000,000 EUR, each of them with the proportion carried out by the candidate of at least 50%, in the area of HRM in the civil service which were completed during the 36 months prior to the deadline for submission of applications.

Question 4:

Could you please clarify which version of the PRAG is applied for the above mentioned contract, the former one (PRAG 2012) or the new one (PRAG 2013)?

Answer 4:

All procurement contracts to be signed in 2013 shall follow the templates applicable when the procedure was launched. The time of launch for International Restricted Procedure is the following: the date of publication of the procurement notice (Service Contract Notice), which in this case was 26th February 2013.

Question 5:

Technical capacity – point 3.1

It is indicated that "The candidate has worked successfully on at least two (2) projects with a budget of at least 1 million Euro each, where the proportion carried out by the candidate was at least 50%, in the area of HRM in the civil service which were completed during the 36 months prior to the deadline for submission of applications.

a) We assume that we can provide references where our share in absolute figures is below 1 million Euro provided that overall budget of the contract is at least one million and our share is at least 50%. Could you please confirm or provide corresponding advice?

b) Ongoing projects: Could you kindly advise which amount in absolute figures has to be covered in case of ongoing project references. Do we have to make sure that services provided until the submission deadline (01.04.2013) are equal or above to Euro 500,000 (=50% of Euro 1 million) or equal or above to Euro 1 million. Please provide corresponding advice.

c) The technical capacity requires a share of at least 50%. Can we provide references where our share is below 50%, but in absolute figures above Euro 1,000,000 or above Euro 500,000?

Answer 5:

a) Yes, that is correct.

b) The candidate may refer to a part of a project where the contract is not yet completed, but then only the part which is successfully completed may be used as reference. In such cases, the candidate must include in the presentation of the experience reference (section 6 of the tender submission form) a description of services actually completed in the requested period (list of outputs etc...) and its financial value. The candidate needs to be able to submit documentary evidence of this part's successful completion, e.g. a statement from the entity which ordered or purchased the service).

The successfully completed part of project implementation must fully meet the financial requirements stated in the technical capacity criterion.

c) Each element of the technical capacity criterion must be met individually. At least 2 projects, each of them with a budget of at least 1,000,000 EUR, each of them with the proportion carried out by the candidate of at least 50%, in the area of HRM in the civil service which were completed during the 36 months prior to the deadline for submission of applications.

Question 6:

Submission deadline: The submission deadline is set for the 1st April, which is a public holiday in Bosnia. Will applications be accepted at EUD on the 1st April?

Answer 6:

1st of April will be a regular working day for the EU Delegation in BiH.

Question 7:

With regard to the standard application form to be used (annex B3 of PRAG 2013), we noticed that the English version differs from the French version for the part concerning the format of the references at point 6 of the application form. The English version asserts “Type and scope of services provided” while the French version asserts “Nature des services fournis, y compris, si applicable, les services et montants correspondants indiqués dans les critères de sélection de l'avis de marché, les noms du personnel fourni et par quel membre du consortium, la durée de leur mission sur le projet et leur type de contrat (freelance, permanent, etc...)”, we were wondering what is the right version to be utilized.

Answer 7:

Please refer to Service Contract Notice, Article 25 stating that application must be submitted in English and Article 27 stating that operational language of the procedure is English.