

SERVICE CONTRACT NOTICE

Strengthening anti-corruption capacities and CSO networks in the area Bosnia and Herzegovina

Please note that the awarding of the contract is subject to the condition of:

the prior signature of the Amendment to the Financing Agreement for IPA 2010 National Programme, Component I, part I-Bosnia and Herzegovina, which does 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.

1. Publication reference

EuropeAid/134130/C/SER/BA

2. Procedure

Restricted

3. Programme

IPA National Programme 2010-Bosnia and Herzegovina

4. Financing

Financing Agreement

5. Contracting Authority

European Union, represented by European Commission, on behalf of and for the account of the beneficiary country.

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

Purpose of the project is to support the institutions in Bosnia and Herzegovina to effectively implement the Anticorruption strategies and Action plans in cooperation with Civil Society Organisations (CSO) and business associations.

Project will focus on:

- Strengthening institutional and administrative capacity of the Agency for Corruption Prevention and Coordination of the Fight against Corruption to effectively fight and prevent corruption;
- Support institutions mandated to combat and prevent corruption on different administrative levels and coordination mechanisms among them;
- Support cooperation and coordination among governmental and non governmental organisations fighting corruption.

8. Number and titles of lots

No, one lot only

9. Maximum budget

500,000 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 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 (i.e., 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.

PROVISIONAL TIMETABLE

18. Provisional date of invitation to tender

June 2013

19. Provisional commencement date of the contract

October 2013

20. Initial period of implementation of tasks

24 months

2

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.

Criteria for legal and natural person

- The annual turnover of the candidate for each of the last two years (2011 and 2012) must exceed 450,000 Eur.

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

Criteria for legal and natural persons:

- The candidate must have at least three (3) permanent staff currently working in the fields related to this contract.

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

Criteria for legal and natural persons:

- The candidate has provided service under at least two (2) service contracts in the field related to this contract (i.e. anti-corruption policy development, anticorruption training and capacity development, support to NGO's active in the fight against corruption) each with a budget of at least that of this contract, which were implemented at any moment over 36 months prior to submission date of the applications

Previous experience which would have led 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:

- The highest number of projects compliant with criteria 3 above.
- The total value of the projects compliant with criteria 3 above.

22. Award criteria

Best value for money.

APPLICATION

23. Deadline for receipt of applications

20 May 2013 (16:00), 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, 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

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

Skenderija 3a

71 000 Sarajevo, Bosnia and Herzegovina

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

Procurement Team

Delegation of the European Union to Bosnia and Herzegovina

Skenderija 3a

71 000 Sarajevo, Bosnia and Herzegovina

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

07 March 2013

29. Legal basis

Instrument for Pre-Accession Assistance (council Regulation (EC) No 1085/2006-OJ L210/82 of 31/07.2006

30. Additional information

Opening hours of the Contracting Authority:

Monday-Thursday 08:30-17:30

Friday 08:30-14:00.