

SERVICE CONTRACT NOTICE

Technical Assistance to support implementation of water and sanitation programme in Bosnia and Herzegovina

1. Publication reference

[EuropeAid/13298 8/C/SER/BA.](#)

2. Procedure

Restricted

3. Programme

IPA

4. Financing

[Financing agreement](#)

5. Contracting Authority

- European Union , represented by the European Commission on behalf of and for the account of the beneficiary country/countries

CONTRACT SPECIFICATION

6. Nature of contract

[Global price](#)

7. Contract description

[Preparation of technical documentation, such as feasibility studies, preliminary and main designs, bills of quantities, environmental impact assessments, tender dossiers etc. to support the implementation of the water and sanitation programme in Bosnia and Herzegovina as well as financial and procurement support to the Project Management Units and related Project Implementing Teams in charge for implementation of water and sanitation programme.](#)

8. Number and titles of lots

[No, one lot only](#)

9. Maximum budget

[EUR 2.5 million](#)

10. Scope for additional services

n/a

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 (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 shortlisted 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

July 2013

19. Provisional commencement date of the contract

October 2013

20. Initial period of implementation of tasks

24 months

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.

- o The annual turnover of the candidate (firm or consortium as a whole) for each of the last 2 years (2011, 2012) must have exceeded 3.000.000 EUR.

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

- o At least 5 members of permanent staff currently work for the applicant in fields related to this contract.

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

- i. the candidate has worked successfully on at least 2 completed projects in the fields related to this contract, preparation of technical design documentation such as feasibility studies, conceptual/preliminary design and/or detail design, tender dossiers in the water and waste water sector in the last 36 months prior to the date of publication of this procurement notice. The proportion carried out by the candidate must have been at least 70 % per a project.
- ii. at least one (1) of the aforementioned projects must have been carried out in the EU Member States or any of the countries with the official status of the EU candidate or potential candidate country.

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 **January 2013**

Page

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:

- iii. the highest number of completed relevant projects in the fields related to this contract as per point 3 'Technical capacity of candidate' that have been carried out within the last 36 months prior to the launch of this tender in EU Member States or any of the countries with the official status of EU candidate or potential candidate countries.
- iv. the total financial value of the proportion of the relevant projects carried out by the candidate selected under criterion (i) above.

22. Award criteria

Best value for money.

APPLICATION

23. Deadline for receipt of applications

< Time and date to be specified - must be at the close of business of a working day at least 30 calendar days after the date of publication of this procurement notice

5 July 2013 at 14:00 hrs.

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:

- EITHER by recorded delivery (official postal service) to :
Delegation of the European Commission to Bosnia and Herzegovina;
Attn. Contract and Finance Section - Procurement Team Skenderija 3 a 71000 Sarajevo Bosnia and Herzegovina
- OR hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:
Delegation of the European Commission to 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 10 May 2012

29. Legal basis

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

30. Additional information

n/a