

## **SERVICE CONTRACT NOTICE**

### **Support to management of the EU Info Centre in Bosnia and Herzegovina**

#### **1. Publication reference**

EuropeAid/135845/DH/SER/BA

#### **2. Procedure**

Restricted

#### **3. Programme**

IPA Information and Communication Programme 2013

#### **4. Financing**

Budget line Information and communication for third countries

BGUE-B2014-22.025100-C8-ELARG DELBIH

#### **5. Contracting Authority**

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

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## **CONTRACT SPECIFICATION**

#### **6. Nature of contract**

Global price

#### **7. Contract description**

To manage an EU Info Centre in the Bosnia and Herzegovina capital in order to increase general understanding of the EU, its policies, programmes among the citizens of Bosnia and Herzegovina as well as to increase knowledge of the country's accession process and its implications particularly among students. The contract will fully support EU Delegation in Bosnia and Herzegovina in information and communication activities such as production and dissemination of electronic and paper products, organization of events and campaigns, production of promotional products and website development and maintenance.

#### **8. Number and titles of lots**

No, one lot only.

#### **9. Maximum budget**

## **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**

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 [up to maximum 10%](#)

## 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

August 2014

### 19. Provisional commencement date of the contract

November/December 2014

### 20. Initial period of implementation of tasks

18 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.

Criteria for legal and natural person

- The annual turnover of the candidate(s) for each of the two last years must be minimum 300,000 Eur.

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

Criteria for natural and legal persons:

- At least five permanent staff employed by the candidate(s) work currently 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 services under at least one contract in Communication and Information field where candidates participation in the contract budget was at least €300 000. The contract must have been implemented at any moment during the following period: 36 months prior to the application submission deadline. This means that the project the candidate refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to projects completed within the reference

period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment). In case of projects still on-going only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value. If a tenderer has implemented the project in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference.

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:

1. [The highest number of eligible projects as per criterion 3 above](#)
2. [In case of competition between 2 or more candidates having the same number of eligible projects as per criterion 3 above the candidates will be ranked in descending order according to the total value of proportion carried out by them within eligible projects.](#)

## **22. Award criteria**

[Best value for money.](#)

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# **APPLICATION**

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

[16:00 CET 07/08/2014](#)

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 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**

29 April 2014

## **29. Legal basis**

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

## **30. Additional information**

Opening hours of the Contracting Authority:

Monday – Thursday 08:30 – 17:30

Friday 08:30 – 14:00.