

SERVICE CONTRACT NOTICE

Development of Qualifications Framework for Lifelong Learning

Bosnia and Herzegovina

1. Publication reference

EuropeAid/134310/DH/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 countries

CONTRACT SPECIFICATION

6. Nature of contract

Fee-based

7. Contract description

Overall objective

The project will contribute to strengthen quality and efficiency of the education system including the provision of adult learning and the comparability of education systems in BiH with education systems in the EU based on EU Strategy 2020 and EQF. It will further develop and implement the qualifications framework in BiH, with a focus on vocational education and training and adult education, paying special attention to systemic approach to quality assurance development in VET and improving the identification of relevant qualifications and VET financing mechanisms.

8. Number and titles of lots

One lot only

9. Maximum budget

1,500,000.00 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 (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.

16. Sub-contracting

Subcontracting is allowed up to 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.

PROVISIONAL TIMETABLE

18. Provisional date of invitation to tender

10/04/2015

19. Provisional commencement date of the contract

3rd quarter of 2015

20. Initial period of implementation of tasks

24 months

SELECTION AND AWARD CRITERIA

21. Selection criteria

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 750.000 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 (capacity building in education sector and/or strategic and policy planning in education)

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 750 000 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.

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.

Candidates/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 the case of projects still ongoing only the portion satisfactory 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 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 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:

- a) The highest number of references considered valid as per criterion 21.3a)
- b) In case of competition between 2 or more candidates having the same number of eligible projects as per criterion 21.3a) 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.

APPLICATION

23. Deadline for receipt of applications

Deadline for submission of application is 2nd February 2015 at 16:00.

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 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

16/04/2013

OJ/S S74

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