



EUROPEAN UNION

Delegation of the European Union to Bosnia and Herzegovina

Sarajevo,

2019

**CLARIFICATION No. 1 to Service Contract Notice**

**Technical Assistance for preparation of the Flood Risk Management Plan  
in Bosnia and Herzegovina**

**Publication reference: EuropeAid/140308/DH/SER/BA; Tender No: EC/BiH/TEN/19/012**

**Question 1:**

Regarding the Selection criteria 21.1. 1) Economic and financial capacity of candidate: *"The average annual turnover of the candidate(s) for the last three years for which accounts have been closed must exceed 1,000,000 EUR."*

Whether every member of the consortium must have average annual turnover exceed 1,000,000 EUR?

**Answer 1:**

In the case of application submitted by a consortium, the consortium is considered to be a candidate and the selection criteria will be applied to the consortium as a whole. The average annual turnover of the consortium as a whole for the last three years for which accounts have been closed must exceed 1,000,000 EUR.

**Question 2:**

Regarding the Selection criteria 21.1. 2) Professional capacity of candidate: *"At least five permanent staff employed by the candidate(s) worked and currently works on the fields related to this contract (water resources management or flood management)."*

Whether every member of the consortium must have five permanent staff employed?

**Answer 2:**

In the case of application submitted by a consortium, the consortium is considered to be a candidate and the selection criteria will be applied to the consortium as a whole. The consortium as a whole must have five permanent staff employed who worked and currently work in the fields related to this contract (water resources management or flood management). The reference period which will be taken into account will be the last three years preceding the submission deadline.

**Question 3:**

Regarding the Selection criteria 21.1. 3) Technical capacity of candidate: *"The candidate has provided services under at least one completed contract with a budget of at least EUR 1,500,000 in the fields related to this contract, specifically water resources management or flood..."*

Whether one member of the consortium must have at least one completed contract with a budget of at least EUR 1,500,000 or it may be more contracts from each consortium member whose sum will make 1,500,000 EUR?

**Answer 3:**

It is requested under the technical capacity criteria that the candidate has provided services under **at least one completed contract** with a budget of at least EUR 1,500,000. Therefore presenting as a reference different contracts and adding their respective amounts is not acceptable.

The technical capacity criterion further specifies, among other requirements (fields and geographical area), that "*The **proportion** of the contract carried out by the candidate for a referenced service contract **must be at least 50%***".

Please note that the two above requirements are **cumulative**, i. e. for a reference to be accepted, it shall meet the following conditions: (i) one completed contract of at least the requested budget of EUR 1,500,000 **and** in which (ii) at least 50% proportion has been carried out by the candidate.

The technical capacity criteria further specifies that, in case application submitted by a consortium, "*[...] the proportion of at least 50% must be fulfilled by at least one member of the consortium alone*".

This means that **in case of consortium**, for a reference to be accepted, the latter shall therefore **cumulatively** meet the following conditions: (i) one completed contract of at least the requested budget of EUR 1,500,000 **and** in which (ii) **one member of the consortium alone** must demonstrate it **had a proportion of at least 50%** (of the reference service contract).

#### **Question 4:**

Will the Ordering Institution acknowledge as fulfilment of SELECTION AND AWARD CRITERIA for "technical capacity of the candidate" if in last five years Candidate completed two contracts, with a total value over EURO 1,500,000:

- first with budget EURO 1,300,000 gross. Proportion of the contract carried out by the Candidate had value over EURO 370,000 gross
- second with budget EURO 994,000 gross, entirely carried out by the Candidate.

#### **Answer 4:**

To ensure equal treatment of candidates, the Contracting Authority cannot give a prior opinion on the acceptance of technical capacity of the candidate. Please refer to the answer no.3.

#### **Question 5:**

From which day should we take the exchange rate to convert the value of our projects to EUR currency?

#### **Answer 5:**

Please refer to the point **30. Additional information** of the Contract Notice, which provides the following guidance with regard to conversion:

"Financial data to be provided by the candidate in the standard application form must be expressed in EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with **InforEuro exchange rate of November 2019**, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html> "

#### **Question 6:**

Related to the subject Service contract notice „Technical Assistance for preparation of the Flood Risk Management Plan in Bosnia and Herzegovina EC/BIH/TEN/19/012“ could you please clarify does the 21.3 selection criteria referred to “referenced service contract must be at least 50%” means the candidate needs to have minimum of 750.000 Eur proportion of the carried referenced service contract ?

#### **Answer 6:**

Yes, it is correct if the referenced service contract is of the minimum requested budget of EUR 1,500,000. Please also refer to the above answer n.3.

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