

SERVICE PROCUREMENT NOTICE

Improving Active Labour Markets in Bosnia and Herzegovina (BiH)

Tender No EC/BIH/08/034

1. Publication reference

EuropeAid/127017/C/SER/BA

2. Procedure

Restricted

3. Programme

IPA 2007

4. Financing

BGUE-B2009-22.020502-C8 -ELARG DELBIH

5. Contracting Authority

European Community represented by the European Commission, on behalf of and for the account of the beneficiary country, Bosnia and Herzegovina.

6. Nature of contract

Fee-based

7. Contract description

The overall objective is to contribute to the reduction of unemployment, the improvement of employment and of the quality of jobs and support social cohesion in B&H through enhanced effectiveness of labour markets. The project will aim to develop better targeted and more effective active labour market measures and employment programmes in order to combat unemployment and increase employment and labour market attachment; The focus will be the design and implementation of instruments aiming at activating and enhancing the employability of the unemployed persons and improving attachments to the labour market for all categories of labour market actors. The approach will be the systematic use of options design and assessment as well as their effective cost and benefit implications with the aim of delivering evidence based priority setting in policy development.

8. Number and titles of lots

n/a

9. Maximum budget

1,200,000.00 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 30 below and http://ec.europa.eu/europeaid/work/procedures/implementation/eligibility/index_en.htm ; next enter **GENERAL ANNEX A2 Eligibility programmes 2007-2013** and go to **Instrument for Pre-Accession Assistance (Council Regulation (EC) N° 1085/2006 - OJ L 210/82 of 31.7.2006)**.

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. 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 of up to 10% of the contract value is permissible subject to approval of the Contracting Authority.

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

May 2009

19. Provisional commencement date of the contract

August 2009

20. Initial period of execution and possible extension of the contract

18 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 applicant being a public body, equivalent information should be provided.

(a) An annual turnover of candidate(s) must exceed 1.5 Million Euro (for each of the two years) for the year before last and last year (2007, 2008).

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

(a) at least 3 of all staff working for the candidate(s) currently work in fields related to this contract (institutional and capacity building and/or strengthening functions of strategic and policy planning, in the labour employment and public administration fields.)

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

(a) candidate(s) have successfully implemented at least two major projects (minimum 1.000,000 Euro per project implemented by the candidate) in fields related to this contract (as defined under 2a) completed in the past thirty six months before the launch of this tender.

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 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 applications for the tender procedure. The only factors which will be taken into consideration during this re-examination are:

- 1) The number of the completed relevant projects as defined under 3(a) and
- 2) The total value of the completed relevant projects as defined under 3(a)

22. Award criteria

Best value for money.

APPLICATION

23. Deadline for receipt of applications

16:00 hrs Central European Time on 6th April 2009.

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 (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/index_en.htm), next enter IMPLEMENTATION, choose service contract and go to relevant annexes. The format and instructions must be strictly observed.

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:

- EITHER by recorded delivery (official postal service) to :
*EC Delegation to BiH, Attn: Procurement Team,
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:

*EC Delegation to BiH, Attn: Procurement Team,
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 tenders. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Clause 25. The outer envelope (and the relevant inner envelope) 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. Additional information

n/a

29. Date of publication of contract forecast

26th April 2008

30. Legal basis

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