



EUROPEAN UNION

Delegation of the European Commission to Bosnia and Herzegovina

### Clarification No. 1

**Project Title:** Improving Active Labour Markets in Bosnia and Herzegovina

**Publication reference:** EuropeAid/127017/C/SER/BA

**Tender No:** EC/BiH/08/034

**Question 1:**

If the overall maximum Phare project value was 1.000.000 and the contractor proposed in the offer the lower price than the maximum available - 995.000, so the contract was lower than one million (only 5.000 € difference), will such a project be qualified under the criterion 3.a whilst it technically meet criteria very well and maximum total allowed was 1 million?

**Answer 1:**

For the purpose of the evaluation of the technical capacity of the candidate(s) the actual amount of the proportion carried out by the candidate (minimum 1,000,000.00 EUR per project) will be taken into consideration. Please refer to the Service Procurement Notice, Article 21 (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.

**Question 2:**

In point 3.a we read "in fields related to this contract (as defined under 2a) completed in the past thirty six months before the launch of this tender" - should we understand as "tender" starting the tender procedure with publication of the forecast notice?

**Answer 2:**

Launch of the tender is a date of publishing of the Service procurement Notice for the project in question.

**Question 3:**

Could I request you to send us any additional information that may be supplementary for us to draft this?

**Answer 3:**

No additional information is available at this stage.

**Question 4:**

What is the level of detail you would require us to provide at this stage?

**Answer 4:**

Please follow the instructions of the Standard application form.

**Question 5:**

We have downloaded "Practical Guide to Contract procedures for EC external actions". Are we required to refer to the Services Contract section only? Additionally is there any particular format we need to send the tender out in? We visited the site [http://ec.europa.eu/europeaid/work/procedures/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/index_en.htm) and entered the implementation section however there is confusion around which annexes we need to refer to.

**Answer 5:**

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](http://ec.europa.eu/europeaid/work/procedures/index_en.htm)), next enter IMPLEMENTATION, choose service contract and go to relevant annexes.

Relevant annex for this stage of the procedure is **Standard application form** whose format and instructions must be strictly observed. Any additional documentation (brochure, letter, etc) sent with an application will not be taken into consideration.

**Question 6:**

The "Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA)" has been referred to. Just wanted to clarify -Organizations that are established in the countries mentioned in this section are eligible to apply.

**Answer 6:**

We repeat that 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](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.

**Question 7:**

We also wish to understand whether the tender can be sent via email or whether a hardcopy submission is necessary?

**Answer 7:**

As stated in the Service Procurement Notice, Article 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.**