

## **SERVICE PROCUREMENT NOTICE**

### **Entrepreneurial Learning in Education Systems in Bosnia and Herzegovina**

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

EuropeAid/128078/C/SER/BA

#### **2. Procedure**

International restricted

#### **3. Programme**

IPA 2007

#### **4. Financing**

BGUE-B2009-22.020200-C8-ELARG DELBIH

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

- European Community, 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**

Fee-based

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

The project will support the social and economic development of Bosnia and Herzegovina through the continuation of educational reform and development of life-long entrepreneurial learning with specific reference to the country's commitment to the human capital dimensions of the European Charter for Small Enterprise and the provisions of the Oslo Agenda. The project should strengthen the institutional and human capacity in order to establish state Partnership for Entrepreneurial Learning for policy action, and the strategic development of entrepreneurial learning in Bosnia-Herzegovina and introduce the concept of lifelong learning in the entrepreneurial system of formal education and non formal learning in BiH.

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

n/a>

## **9. Maximum budget**

500,000 EURO

## **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 a territory of the regions covered and/or authorised by the specific interests applicable to the programme under which the contract is financed (see also item 30 below). Please see link to the relevant web site for information on eligibility\*. 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 may 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

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\* [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 Genearl Annex A2 Eligibility Programmes 2007-2013 and go to Instrument for Pre-Accession Assistance (Council Regulation (EC) No 1085/2006-OJ L 210/82 of 31/07/2006

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 allowed up to 10% of the contract value.

#### **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**

July 2009

#### **19. Provisional commencement date of the contract**

December 2009

#### **20. Initial period of implementation of tasks and possible extension of the contract**

12 months

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### **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) The annual turnover of the candidate (s) must exceed 1 million Euro (for each of the two years) for the last 2 years (2007, 2008)

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

(a) at least 5 of all staff working for the candidate(s) currently work in fields related to this contract (institutional and capacity building in entrepreneurial learning field , and/or strengthening functions of strategic/ policy planning in the field of entrepreneurial learning )

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

(a) candidate(s) have implemented at least one major project (minimum 1,000,000 Euro per project implemented by the candidate) in fields related to this contract (as defined under 2a) completed in the last 36 months prior to the launch of this tender procedure (publication date of this Procurement Notice).

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 per 3a above, and
- 2) The total value of the completed relevant projects as per 3a above

## **22. Award criteria**

Best value for money.

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# **APPLICATION**

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

20<sup>th</sup> July 2009 at 14:00 Central European Time.

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](http://ec.europa.eu/europeaid/work/procedures/index_en.htm)), next enter Implementation, choose Service Contract, go to relevant Annexes (Budget), and 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:

- **recorded delivery** (official postal service) or **hand delivered** (including courier services) **directly** to the Contracting Authority in return for a **signed and dated** receipt to:

Delegation of the European Commission to Bosnia and Herzegovina

Attn: Procurement

Skenderija 3a

71000 Sarajevo

Bosnia and Herzegovina

Tel.: +387 33 254 700

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. Additional information**

The Contracting Authority reserves the right to update and/or expand the scope of work pending on developments in the sector and in the country (currently there is a lack of in country legislation defining this activity clearly). Please also refer to Point 10.

#### **29. Date of publication of contract forecast**

March 2008

#### **30. Legal basis**

Instrument for Pre-Accession Assistance (Council Regulation (EC) N° 1085/2006 - OJ L 210/82 of 31.7.2006);