

## SERVICE CONTRACT NOTICE

### Support to the social inclusion of the most vulnerable groups, including Roma, through more diversified community-based social services Serbia

**1. Publication reference**

EuropeAid/133783/C/SER/RS

**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 country, Republic of Serbia

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## CONTRACT SPECIFICATION

**6. Nature of contract**

Global price

**7. Contract description**

The project will help national and local authorities to enable greater social inclusion of vulnerable groups, including Roma, by broadening and strengthening community-based responses tailored to their specific needs. The project will provide capacity-building to national authorities to manage EU-funded grant schemes, and to local authorities in managing social inclusion policies. It will also support both local authorities and social providers to implement community-based social inclusion initiatives in line with identified local needs through building local partnerships and stronger cross-sectoral networking.

The main fields of expertise required:

- 1) Design and delivery of capacity building for public institutions/authorities involved in managing social inclusion policies;
- 2) Advising authorities/donors on development of community-based social services and

active inclusion;

- 3) Development and adoption of national standards for social services or cross-sector services having an innovative nature;
- 4) Provision of support to the authorities in charge of managing grant schemes.

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

One lot only

#### **9. Maximum budget**

EUR 1,500,000

#### **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 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 to contract procedures for EU external actions.

#### **16. Sub-contracting**

Subcontracting is allowed.

#### **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.

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### **PROVISIONAL TIMETABLE**

#### **18. Provisional date of invitation to tender**

August 2013

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

December 2013

#### **20. Initial period of implementation of tasks**

24 months

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### **SELECTION AND AWARD CRITERIA**

#### **21. Selection criteria**

Same criteria for legal and natural person

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.

- The average annual turnover of the candidate in the last three years (2010, 2011 and 2012) must be at least 1,500,000 euro.

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

- At least 10 members of permanent staff currently work for the candidate in fields related to this contract.

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

- The candidate has provided in the course of the past 3 years (starting from 1.1.2010 up to the deadline for receipt of applications) at least 2 projects (the candidate's proportion greater than 750,000 Euro for his services in each project), which in combination cover all fields of expertise described in Article 7.

Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

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:

- the total number of the reference projects found eligible under 21-3(1) and in case of equality on this criterion, then
- the value of the eligible part (the proportion carried out by the candidate) of the projects found eligible under 21-3 (1).

**22. Award criteria**

Best value for money.

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## APPLICATION

**23. Deadline for receipt of applications**

10 July 2013 15:00 hrs 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, 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](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 the European Union to the Republic of Serbia,**  
GTC 19a Avenue Building,  
Vladimira Popovica 40,  
11070 Belgrade, Serbia

- OR hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

**Delegation of the European Union to the Republic of Serbia,**  
GTC 19a Avenue Building, Vladimira Popovica 40,  
11070 Belgrade, Serbia

[delegation-serbia-fcs@eeas.europa.eu](mailto:delegation-serbia-fcs@eeas.europa.eu)

For the attention of: Finance and Contracts Section

Tel. +381113083200

Opening hours: 9:30–16:00

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

18 December 2012

## 29. Legal basis

Council Regulation (EC) No 1085/2006 of 17.7.2006 establishing an Instrument for Pre-Accession Assistance(IPA) (OJ L 210, 31.7.2006, p. 82)

## 30. Additional information

The working hours of the Contracting Authority are from 9:30 to 16:00 (CET).