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## WORKS CONTRACTNOTICE

### Strengthening the Facilities of the Forensic Laboratory of the Republic of Serbia

Location – Belgrade, Serbia

**1. Publication reference**

EuropeAid/135220/DD/WKS/RS

**2. Procedure**

Open

**3. Programme**

IPA

**4. Financing**

Financing agreement

**5. Contracting Authority**

European Union, represented by the Delegation of the European Union to the Republic of Serbia, on behalf of and for the account of the beneficiary country, the Republic of Serbia

### CONTRACT SPECIFICATIONS

**6. Description of the contract**

The overall objective of this works project is to contribute to improving the efficiency and working conditions of the physical-chemical and toxicological laboratories of the Ministry of Interior of the Republic of Serbia in accordance with EU standards (ISO / IEC 17025:2006).

The subject of this project is the reconstruction works of the premises of Ministry of Interior of the Republic of Serbia in order to adapt them to the current needs, including setting up new office space with laboratories on the first floor of the existing facility in Belgrade.

**7. Number and titles of lots**

No, one lot only.

### TERMS OF PARTICIPATION

**8. Eligibility and rules of origin**

Participation is open to all legal persons participating either individually or in a grouping (consortium) of tenderers 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 heading 22 below).

All works, supplies and services under this contract must originate in one or more of these countries. Participation is also open to international organisations. The participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

**9. Grounds for exclusion**

Tenderers must submit a signed declaration, included in the Tender Form for a Works Contract, to the effect that they are not in any of the situations listed in point 2.3.3 of the **Practical Guide to contract procedures for EU external actions**.

**10. Number of tenders**

Tenderers may submit only one tender per lot. Tenders for parts of a lot will not be considered. Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot. Tenderers may not submit a tender for a variant solution in addition to their tender for the works required in the tender dossier.

**11. Tender guarantee**

Tenderers must provide a tender guarantee of **6,000 euros** when submitting their tender. This guarantee will be released to unsuccessful tenderers once the tender procedure has been completed and to the successful tenderer(s) upon signature of the contract by all parties.

**12. Performance guarantee**

The successful tenderer will be asked to provide a performance guarantee of **10%** of the amount of the contract at the signing of the contract. This guarantee must be provided together with the return of the countersigned contract no later than 30 days after the tenderer receives the contract signed by the Contracting Authority. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next cheapest compliant tender.

**13. Information meeting and/or site visit**

No information meeting is planned.

**14. Tender validity**

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders.

**15. Period of implementation of tasks**

12 months from the commencement date until the provisional acceptance.

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**SELECTION AND AWARD CRITERIA**

**16. Selection criteria**

**Economic and financial capacity of tenderer:**

- a) The average annual turnover of the last three years (2011, 2012, 2013) is at least **500,000 EURO**;

- b) It must have access to sufficient credit and other financial facilities to cover the required cash-flow for the duration of the contract. In any case, the amount of credit available must exceed the equivalent of **50,000 EURO**.

**Technical and professional capacity of tenderer:**

- a) The tenderer must be a registered firm or a natural person legally capable of carrying out the specified works;
- b) The tenderer must have completed at least 2 projects, each covering construction/reconstruction of the buildings with electrical and mechanical installations, each one of the minimum value of **250,000 EUR**, of the same nature and complexity comparable to the works concerned by the tender, which were implemented during the period of 5 years from the submission deadline (starting from 01.01.2009 until the deadline for submission of tenders).

The above value of 250,000 EUR refers to the total value of works the tenderer was responsible for.

Copies (ordinary copies, with translation into English) of the respective taking-over or final acceptance certificates signed by the supervisor/contracting authority/employer of the projects concerned must be submitted;

- c) It must carry out at least 70% of the contract works by own resources, which means that it must have the equipment, materials, human and financial resources necessary to enable it to carry out that percentage of the contract;
- d) If it is the lead member of a joint venture/consortium, it must have the ability to carry out at least 50% of the contract works by its own means;
- e) If it is a partner of a joint venture/consortium (i.e. not the lead member) it must have the ability to carry out at least 10% of the contract works by its own means;
- f) Key personnel:
- One (1) Project Manager/Site Manager (Architect/Civil engineer) who will coordinate the entire contract. He/she shall be a qualified engineer with project management experience of at least 5 years in at least two projects with a similar nature, size and complexity;
  - One (1) Electrical Engineer qualified as Electrical Engineer with experience of at least 5 years in at least two projects with a similar nature, size and complexity;
  - One (1) Site Mechanical Engineer qualified as Mechanical Engineer with experience of at least 5 years in at least two projects with a similar nature, size and complexity;
  - Before the contract commencement date, all staff should possess all the necessary professional licences issued or validated by the relevant National Authorities;

An economic operator may, where appropriate and for a particular contract, rely on the capacity of other entities, regardless of the legal nature of the links which it has with them. Some examples of when it may *not* be considered appropriate by the Contracting Authority are when the tenderer

relies mostly on the capacity of other entities or when it relies on key criteria. If the tenderer relies on other entities, it must prove to the Contracting Authority that it will have at its disposal the resources necessary to perform the contract, for example by producing an undertaking on the part of those entities to place 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. Furthermore, the tender should include a separate document providing data on this third entity for the relevant selection criterion. Proof of capacity must be furnished at the request of the Contracting Authority.

#### **17. Award criteria**

Price.

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### **TENDERING**

#### **18. How to obtain the tender dossier**

The tender dossier is available for download from the EuropeAid website at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and from the website of the Delegation of the European Union to the Republic of Serbia [www.europa.rs](http://www.europa.rs) (section Funding Opportunities).

It is also available for inspection at the premises of the Contracting Authority, address as indicated below. Tenders must be submitted using the standard tender form included in the tender dossier, whose format and instructions must be strictly observed.

Tenderers with questions regarding this tender should send them in writing to

Delegation of the European Union to the Republic of Serbia  
Finance and Contracts Section, 9th floor  
Vladimira Popovica 40/V  
11070 New Belgrade, Republic of Serbia  
Fax: +381 11 308 3201  
E-mail address: [DELEGATION-SERBIA-FCS@eeas.europa.eu](mailto:DELEGATION-SERBIA-FCS@eeas.europa.eu)

(mentioning the publication reference shown in item 1) at least 21 days before the deadline for submission of tenders given in item 19. The Contracting Authority must reply to all tenderers' questions at least 11 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier will be published at the latest 11 days before the submission deadline on the EuropeAid website at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and on the website of the Delegation of the European Union to the Republic of Serbia [www.europa.rs](http://www.europa.rs) (section Funding Opportunities).

#### **19. Deadline for submission of tenders**

**08 April 2014, 13:00 hours** Central European Time at:

Delegation of the European Union to the Republic of Serbia  
Finance and Contracts Section, 9th floor  
Avenija 19a Building, Vladimira Popovica 40/V,  
1070 New Belgrade, Republic of Serbia

Any tender received after this deadline will not be considered.

13

**20. Tender opening session**

**8 April 2014, 15:00 hours** Central European Time at:  
Delegation of the European Union to the Republic of Serbia  
Avenija 19a Building, Vladimira Popovica 40/V,  
11070 New Belgrade, Republic of Serbia

**21. Language of the procedure**

All written communications for this tender procedure and contract must be in English.

**22. Legal basis**

Instrument for Pre-Accession Assistance (Council Regulation (EC) No 1085/2006 — OJ L 210/82 of 31.7.2006)

