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HR-Zagreb: IPA — improving the quality of in-service teacher training system
2011/S 39-062720

Location: Europe (non-EU) — Croatia

Service procurement notice

Common procurement vocabulary (CPV):

Main object:

80000000 Education and training services

Additional object(s):

80500000 Training services

80511000 Staff training services

80521000 Training programme services

80522000 Training seminars

1. **Publication reference:**

EuropeAid/130730/D/SER/HR.

Internet address(es):

General address of the contracting authority: <http://www.aso.hr/defco>

2. **Procedure:**

Restricted.

3. **Programme:**

IPA.

4. **Financing:**

Budget line.

5. **Contracting authority:**

Agency for Vocational Education and Training and Adult Education, Department for Financing and Contracting of IPA Programme, Zagreb, CROATIA.

6. **Nature of contract:**

Fee-based.

7. **Contract description:**

The project will enable the capacity building of ETTA (Education and Teacher Training Agency) for the provision of quality INSETT (in-service teacher training) that needs to be improved in terms of efficiency, relevance and availability through the following components:

1. analysis of the current INSETT system that will identify its strengths and weaknesses and point to improvements that can be made within the set legislative framework which regulates the area of INSETT in Croatia;
2. development of ETTA's INSETT strategy in order to address the issues that need improvement as well as a long-term plan for further INSETT development;
3. implementation of ETTA's INSETT strategy through an improved INSETT system; improved organisation of the work of ETTA's senior advisors (SA); defined set of interdisciplinary key topics for teachers and non-teaching

staff and design of relevant INSETT programmes; drafting of protocols, guidelines, evaluation procedures and tailor-made training programme for ETTA SA.

8. **Numbers and titles of lots:**

The contract is divided into lots: No, 1 lot only.

9. **Budget:**

Maximum budget: 1 200 000 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 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 (i.e., 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 1 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 1 application, all applications in which that person has participated will be excluded.

14. **Shortlist alliances prohibited:**

Any tenders received from tenderers having a different composition than the ones on the 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. Shortlisted 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. **Subcontracting:**

Subcontracting is not allowed.

17. **Number of candidates to be shortlisted:**

On the basis of the applications received, at least 4 and at most 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:**
9.5.2011.
19. **Provisional commencement date of the contract:**
13.2.2012.
20. **Initial period of implementation of tasks:**
Duration in months: 24.

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:
In the case of the applicant being a public body equivalent information should be provided:
 1. the annual turnover of the candidate for the years 2008, 2009 and 2010 must be equal to, or exceed, 600 000 EUR;
 2. the cash and cash equivalents at the end of years 2008, 2009 and 2010 were positive for the candidate.
 - 2) Professional capacity of candidate:
 1. at least 10 staff members working for the candidate in 1 or several of the following fields: teacher training, strategy development in education, human resources management in public institutions;
 2. at least 20 % of all staff working for the candidate in the year 2010 in 1 or several of the following fields were permanently employed: teacher training, strategy development in education, human resources management in public institutions.
 - 3) Technical capacity of candidate:
 1. the candidate has worked on at least 1 project covering all of the following requirements:
 - a budget of at least 700 000 EUR (contribution of the candidate),
 - completed in 2008, 2009 or 2010,
 - covering all of the following fields: in-service teacher training, strategy development in education, human resources management in public institutions,
 - implemented in the following countries: EU Member States, Member States of the European Economic Area, Albania, Bosnia and Herzegovina, Croatia, the former Yugoslav Republic of Macedonia, Kosovo under UNSC Resolution 1244/99, Montenegro, Serbia and Turkey.
- 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. Some examples of when it may not be considered appropriate by the contracting authority are when the tenderers rely in majority on the capacities of other entities or when they rely on key criteria. If the candidate relies on other entities 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. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be furnished when requested by the contracting authority.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be re-examined to identify the 8 best applications for the tender procedure. The only factor which will be taken into consideration during this re-examination is:
— the total number of projects managed by the candidate according to criterion 3. In the case of several candidates having the same number of eligible projects fulfilling the selection criteria, the candidates will be ranked in descending order according to the total amount of their own contribution to the projects eligible under criterion 3.

22. **Award criteria:**
Best value for money.

Application

23. **Deadline for receipt of applications:**
28.3.2011 (15:00), 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, the format and instructions of which must be strictly observed. The application form is available at the following Internet address: 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 exclusively to the contracting authority in the following language — English:
— either by recorded delivery (official postal service) to:
Agency for Vocational Education and Training and Adult Education, Department for Financing and Contracting of IPA Programme, Radnička cesta 37b, 10000 Zagreb, CROATIA,
— or hand-delivered (including courier services) directly to the contracting authority in return for a signed and dated receipt to:
attention: Ms Anita Tomić.
Opening hours: 8:00–15:00.
As in abovementioned address.
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 applications 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 contract forecast notice:**
17.11.2010.
Notice number in OJ: [2010/S 223-340370](#).
29. **Legal basis:**

Council Regulation (EC) No 1085/2006 of 17.7.2006 establishing an Instrument for Pre-Accession Assistance (IPA).

30. **Additional information:**

The signing of the contract under this tender is subject to the adoption of the Commission Decision modifying the maximum indicative amount of the European Union's contribution from IPA under the 'Human resources development' operational programme (component IV), the ratification by the Croatian Parliament of the related financing agreement and its entry into force.

Please note that the awarding of the contract is subject to the condition of the prior adoption of a financing decision and the prior conclusion of a financing agreement, which does not modify the elements of the procurement procedure (this will be the case, for instance, if the budgetary envelope initially foreseen is different or if the timeframe, the nature or the condition of the implementation are altered).

If the precedent condition is not met, the contracting authority will either abandon the procurement or cancel the award procedure without the candidates or tenderers being entitled to claim any compensation.

31. **Date of dispatch of this notice:**

14.2.2011.