

## SERVICE PROCUREMENT NOTICE

### Comprehensive strengthening of the capacities of the Agency for Adult Education (AAE) Republic of Croatia

**1. Publication reference**

EuropeAid/127477/D/SER/HR

**2. Procedure**

Restricted

**3. Programme**

IPA

**4. Financing**

IPA for the Human Resources Development Component in Croatia 2007-2009

**5. Contracting Authority**

Agency for Vocational Education and Training (AVET), Department for Financing and Contracting of IPA Programme

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## CONTRACT SPECIFICATION

**6. Nature of contract**

Fee-based

**7. Contract description**

This service contract aims at supporting the development of the capacities of the Agency for Adult Education (AAE) and Croatia's public institutions in the field of adult education. In Component 1 organisational review and development of all departments within the Agency is foreseen. Component 2 will be concentrated on strengthening the capacities of the Department for Research and Development. Component 3 will primarily strengthen the operational capacity of the Agency for Adult Education. Component 4 will focus on preparing the Department for International Cooperation for the participation in the future EU funded projects.

**8. Number and titles of lots**

N/A

**9. Maximum budget**

EUR 2,000,000

## **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 30 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. 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 EC external actions

## **16. Sub-contracting**

Sub-contracting is not 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 2009

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

May 2010

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

24 months with the possibility to extend the project in duration and scope. Any extension of the contract would be subject to satisfactory performance by the Consultant.

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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 average annual turnover of the candidate for the years 2007 and 2008 must be equal to or exceed EUR 1,500,000
  - (b) The cash and cash equivalents at the end of year 2007 and 2008 are positive for the candidate.
- 2) Professional capacity of candidate (based on items 4 and 5 of the application form)
  - (a) at least 10 staff members currently work for the candidate in one or several of the following fields: adult education, labour market.
  - (b) at least 20% of all staff working for the candidate in the year 2008 in one or several of the following fields: adult education, labour market are permanently employed.
- 3) Technical capacity of candidate (based on items 5 and 6 of the application form)

The candidate has worked on at least one technical assistance project covering all the following requirements:

- a budget of at least EUR 1,500,000 (contribution of the candidate)
- completed in 2006, 2007, 2008 or in 2009 by the deadline for submission of applications<sup>1</sup>

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<sup>1</sup> Please refer to article 23 of this PN

- in one or several of the following fields: adult education, labour market.
- implemented in a country eligible under IPA<sup>2</sup>

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 applications for the tender procedure. The only factors which will be taken into consideration during this re-examination are:

- 1) The total number of projects managed by the candidate according to criterion 3. In case several candidates would have 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.

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# **APPLICATION**

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

15:00 Central European Time (CET) on 9 June 2009.

Any application received after this deadline will not be considered.

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<sup>2</sup> EU Member States, Albania, Bosnia and Herzegovina, Croatia, FYROM, Montenegro, Serbia, Turkey and Kosovo under UNSC Resolution 1244/99

## **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/implementation/services/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/services/index_en.htm)), whose 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:

- EITHER by recorded delivery (official postal service) to :  
Ms. Aleksandra Bajs  
Agency for Vocational Education and Training  
(Agencija za strukovno obrazovanje)  
Department for Financing and Contracting of IPA Programme  
HR-10000 Zagreb, Lastovska 23/II,  
Croatia
- OR hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

Ms. Aleksandra Bajs  
Agency for Vocational Education and Training  
(Agencija za strukovno obrazovanje)  
Department for Financing and Contracting of IPA Programme  
HR-10000 Zagreb, Lastovska 23/II,  
Croatia

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**

N/A

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

26 August 2008

### **30. Legal basis**

Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA)