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| **TENDER DOCUMENTATION FOR SINGLE TENDER PROCEDURES**  **Service Contracts** |

**PART A: Information for tenderers**

\* - This document should be considered as informal template to assist the grant beneficiaries in implementation of their procurement procedures from grants; the contract conditions and Annex IV remain full contract obligation of the grant beneficiaries

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| **CONTRACT NOTICE** |

**SERVICE CONTRACT NOTICE**

**<Contract title>**

**<Location - *Area/region and country/countries>***

**1. Reference**

< Reference >

**2. Procedure**

Single tender

**3. Project title**

< Name of the grant project>

**4. Contracting Authority**

<Name of the grant beneficiary>

**CONTRACT SPECIFICATION**

**5. Nature of contract**

[Global price] [Fee-based]

**6. Maximum budget**

**Give figures in EUR or RSD:**

<amount>

**CONDITIONS OF PARTICIPATION**

**7. Eligibility**

Participation is open to invited entities only.

**8. Grounds for exclusion**

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3. of the Practical Guide.

**SELECTION AND AWARD CRITERIA**

**9. Selection criteria**

**Please adopt the criteria to the type, size and complexity of your contract. Relevant experiences and capacities of potential tenderers should be observed.**

The following selection criteria will be applied to the tenderers.

**1) Economic and financial capacity of the tenderer (**based on item 3 of the tender form).

The reference period which will be taken into account will be the last three years for which accounts have been closed.

**Examples of financial criteria for legal and natural persons:**

* the average annual turnover of the tenderer in the last three years must exceed the annualised maximum budget of the contract

**2)** **Professional capacity of the tenderer (**based on items 4 of the tender form).

The reference period which will be taken into account will be the last [five] [three] years from submission deadline.

**Examples of professional criteria for legal and natural persons:**

* at least <number related to the quantity of expertise required for this contract> staff currently work for the tenderer in fields related to this contract;

**Examples of professional criteria for natural persons:**

* is currently working/has worked during the past 5/3 years < as manager/team-leader etc. > with <number related to the quantity of expertise required for this contract> collaborators in fields related to this contract.

**3) Technical capacity of candidate** (based on item 5 of the tender form). The reference period which will be taken into account will be the last [five][three] years from submission deadline.

**Example of technical criterion for legal and natural persons:**

* the tenderer has provided services under at least < insert number > contract[s] [each] with a budget of at least that of this contract in <specify fields> which [was] [were] implemented at any moment during the following period: < dates>.

**Example of technical criterion for natural persons:**

* the tenderer has worked successfully on at least < insert number > project[s] with a budget of at least that of this contract in fields related to this contract in the past five/three years

**17. Award criteria**

Best price-quality ratio.

**TENDERING**

**18. Deadline for receipt of tenders**

The deadline for receipt of tenders is specified in point 1 of the Instruction to Tenderers.

**22. Operational language**

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

**23. Legal basis**

Regulation (EU) N°236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II).

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| **INSTRUCTIONS TO TENDERERS** |

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract:

The subject of this tender is:

* Implementation of services as indicated in the Terms of Reference provided in this document;

Deadline for submission of the tenders:

The deadline for submission of tenders is **XX (day), XX (moth), at XX:XX hours** (\* - at least 10 working days from invitation). Any tender received after this deadline will be automatically rejected.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the:

* **Template for submission of the offer available in the Part B of the tender dossier**
* For fee-based contracts or global contracts requiring CVs please add: ‘’Including CVs and statements of availability and exclusivity of experts’’

AND

* **Financial offer available in the Part C of this tender dossier**. The financial offer needs to be submitted in a separate envelope.

The tender will be submitted in **1 original**. Any tenders not using the prescribed form might be rejected by the Contracting Authority.

In addition to the offer the tenderer is required to provide the following supporting documentation:

* Copy of legal registration – if applicable

The tenders will be submitted via post/currier, containing the following information:

* Name and address of the tenderer
* Title of the tender: xxxxxx
* Reference number: xxxxxx
* The words: ‘’Not to be opened before the tender opening session’’ i ‘’Ne otvarati pre zvaničnog sastanka za otvaranje ponuda’’

The tenders will be submitted in person, by post or courier service to the following address:

Name and

Address of the Contracting Authority

(optional contact person)

The tenderers are reminded that in order to be eligible the tenders need to be received by the Contracting Authority by the deadline indicated above.

1. **TECHNICAL INFORMATION**

The tenderers are required to provide services as indicated in the Terms of Reference. In the tenderer’s technical offer, the tenderers will describe their approach and inputs/resources allocated for implementation of the tasks.

1. **FINANCIAL INFORMATION**

The tenderers are reminded that the maximum available value of the contract is **XX EUR**.

1. **ADDITIONAL INFORMATION**

The award criteria is:

* Best value for money, weighting 80% technical quality, 20% price

The CA could amend the award criteria to a specific tender. In case of specific services the sole criteria could be price also. Weighting could be changed if necessary.

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written.

The estimated time of response to the tenderers is XX days from the deadline for submission of tenders.

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| **TERMS OF REFERENCE** |

# BACKGROUND INFORMATION

## Contracting Authority

< Name of the grant beneficiary >

## Background

< Provide an overview of the grant project under question >

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

The overall objective of the project of which this contract will be a part is as follows:

< objective of this sub-contract >

## Purpose

The purpose[s] of this contract [is] [are] as follows:

* < purpose 1 of this sub-contract >
* < purpose 2, etc >

## Results to be achieved by the Contractor

* < result 1 >
* < result 2, etc >

# SCOPE OF THE WORK

## General

### Project description

< Description of specific task – sub-contract – with a recommended maximum of 2 pages >

### Geographical area to be covered

< As appropriate >

### Target groups

< As appropriate >

## Specific work

< A clear and detailed list of the tasks to be undertaken in this specific service sub-contract. >

The Contractor must also comply with the latest Communication and Visibility Manual for EU External Action (see https://international-partnerships.ec.europa.eu/knowledge-hub/communicating-and-raising-eu-visibility-guidance-external-actions\_en). The compliance with this shall be made an output of the contract and the Contractors shall include in its reporting what have been accomplished.

# LOGISTICS AND TIMING

## Location

< Identify the location (i.e. city/town etc.) of the operational base for the sub-project >

## Start date & period of implementation

The intended start date is <date> and the period of implementation of the contract will be <number> months from this date.

# REQUIREMENTS

## Staff

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

### Key experts

The required profiles of key-experts are indicated with fee-based contracts or global price contracts where CVs are required (for example with services depending largely on individual qualities, competencies and experiences – studies, monitoring etc.). In case the CVs are not required, this section could indicate ‘’the Contractor will provide sufficient number of relevant experts to deliver the services/results as indicated in this ToR’’.

Key experts have a crucial role in implementing the contract. These terms of reference contain the required key experts’ profiles. The tenderer shall submit CVs and Statements of Exclusivity and Availability for the following key experts:

**Key expert 1: for example project manager**

Qualifications and skills

< Education. For example: degree in social/technical sciences>

< Language competencies>

General professional experience

< For example: ‘’At least 5 years experiences in areas covered by the project’’>

Specific professional experience

< For example: ‘’At least 3 years experiences in Project management’’ or ‘’At least 5 years experiences in implementation of socio-economic analysis’’ etc.>

**[Key expert 2: < for example technical expert >**

Qualifications and skills

< Education. For example: degree in social/technical sciences>

< Language competencies>

General professional experience

< For example: ‘’At least 5 years experiences in areas covered by the project’’>

Specific professional experience

< For example: ‘’At least 3 years experiences in Project management’’ or ‘’At least 5 years experiences in implementation of socio-economic analysis’’ etc.>

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

### Non-key experts

The Contractor will ensure engagement of appropriate number of non-key experts for efficient implementation of the tasks indicated in this ToR.

## Facilities to be provided by the Contractor

The Contractor must ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

# REPORTS

## Reporting requirements

The Contractor will provide the Contracting Authority with the following reports:

|  |  |  |
| --- | --- | --- |
| **Name of report** | **Content** | **Time of submission** |
| Progress Report | Short description of progress ( verification report. | After the end of the reporting period |
| Final Report | Description of achievements including problems encountered and recommendations; Providing any accompanying documentation if applicable (for example time-sheets of experts) | After the conclusion of the contract |

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| **CONTRACT TEMPLATE** |

**CONTRACT TITLE:** title of the contract

**REF:** reference number

**Concluded between:**

Title

Address of the Contracting Authority

Represented by:

(Contracting Authority)

AND

Title

Address of the Contractor

Represented by:

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract are the services as indicated in the Terms of Reference and in the Contractor’s offer – ‘’Part B: Documents to be completed by the tenderer, Organisation and methodology’’

**Article 2: Contract value**

The total contract value for implementation of services indicated in the Article 1 is: XXX EUR. The price cannot be revised.

**Article 3: Contracting documents**

This documents which form the part of this contract are (by the order of precedence):

* Contract agreement
* Contractor’s technical offer as provided in the tendering phase – ‘’Part B: Documents to be completed by the tenderer’’
* Contractor’s financial offer as provided in the tendering phase ‘’Part C: Financial offer’’
* Any other supporting documentation if applicable

**Article 4: General provisions**

The Contractor shall execute the contract with due care, efficiency and diligence in accordance with the best professional practice. The Contractor shall at all-time act impartially and as a faithful adviser in accordance with the code of conduct of its profession as well as with appropriate discretion.

The Contractor shall ensure the highest visibility to the financial contribution of the European Union. To ensure such publicity the Contractor shall implement among other actions the specific activities described in the Special Conditions. All measures must comply with the rules in the Communication and Visibility Manual for EU External Actions published by the European Commission.

**Article 5: Deliveries and payments**

The Contractor will execute without reservation the services indicated in the Contractor’s offer ‘’Part B: Documents to be completed by the tenderer’’. The deliveries will be implemented within the indicated dates.

The Contracting Authority will pay to the Contractor the services in the amount indicated in the Article 2 of this contract document. The payments will be issued by the following time schedule.

|  |  |  |
| --- | --- | --- |
| **Month** |  | **<EUR/\*\*\*>** |
| 1 | Maximum Pre-financing payment | <XX % of the contract value> |
| <Month> | Interim payment (\*if applicable) | <XX % of the contract value> |
| <Month> | Balance final payment | <XX % of the contract value> |
|  | **Total** | <Total contract value> |

\* - The Contractor will provide Contracting Authority with the brief report on execution of the services

This contract is exempt from taxes (Customs duties, import duties, taxes or fiscal charges having equivalent effect, Value added tax, documentary stamp or registration duties or fiscal charges having equivalent effect)as per Framework Agreement signed between European Commission and Republic of Serbia.

**Article 6: Duration of the contract**

The duration of the contract is XX months.

**Article 7: Cancellation of the contract**

The contract can be suspended by the Contractor due to one of the following reasons:

* Contracting Authority not fulfilling payment and other obligations

The contract can be terminated by the Contracting Authority due to one of the following reasons:

* The Contractor is in serious breach of the contract, failing to meet contractual obligations
* The Contractor is bankrupted or being wound up, is having its affairs administrated by courts, has entered into arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations.

**Article 8: Resolving of disputes**

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of (\* - specify responsible court or arbiter body) in accordance with the national legislation of the state of the Contracting Authority.

**Done in English in three originals, two originals for the contracting authority and one original for the contractor.**

|  |  |  |  |
| --- | --- | --- | --- |
| **For the Contractor** | | **For the Contracting Authority** | |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

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| **ADMINISTRATIVE COMPLIANCE AND EVALUATION GRID** |

**ADMINISTRATIVE COMPLIANCE GRID**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract title :** |  | **Publication reference :** |  |

| Tender envelope number | Tenderer's name (Leader) (Nationality) | Within deadline? | Tender submission form duly completed and only 1 tender per tenderer? | Eligible nationality | Tenderer's declaration signed | Language as required? | Economic & financial capacity? (OK/a/b/…) | Professional capacity? (OK/a/b/…) | Technical capacity? (OK/a/b/…) | Organisation & methodology exists? | Key experts (list + CVs)(For contracts requiring key experts)? | All key experts have signed statements of exclusivity & availability(For contracts requiring key experts)? | Overall decision? (Accept / Reject) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |

**EVALUATION GRID**

In the case of global price contracts:

|  |  |
| --- | --- |
|  | **Maximum** |
| **Organisation and methodology** |  |
|  |  |
| Rationale | [25] [<other>] |
| Strategy | [50] [<other>] |
| Timetable of activities | [25] [<other>] |
|  |  |
| **Overall total score** | **100** |

In the case of fee-based contracts:

|  |  |
| --- | --- |
|  | **Maximum** |
| **Organisation and methodology** |  |
|  |  |
| [Rationale] | [15] [<other>] |
| [Strategy] | [30] [<other>] |
| [Timetable of activities, including the number of expert days proposed] | [15] [<other>] |
|  |  |
| **Total score for Organisation and methodology** | **[60] [<**insert a score between 60 and 40**>]** |
|  |  |
| **Key experts** |  |
|  |  |
| **<Key expert 1> (Max [20] [<**other total**>] points)** |  |
| [Qualifications and skills] | [5] [<other>] |
| [General professional experience] | [5] [<other>] |
| [Specific professional experience] | [10] [<other>] |
|  |  |
| **<Key expert 2> (Max [20][<**other total**>] points)** |  |
| [Qualifications and skills] | [5] [<other>] |
| [General professional experience] | [5] [<other>] |
| [Specific professional experience] | [10] [<other>] |
|  |  |
| **Total score for Key experts** | **[40] [<**insert a score between 40 and 60**>]** |
|  |  |
| **Overall total score** | **100** |