



SERVICE CONTRACT PROCUREMENT NOTICE

< ADRIATINN/SER/2014/FB4 >
Albania

1. Reference

ADRIATINN/SER/2014/FB4 : Mentoring of SMEs in Albania

2. Procedure

Competitive negotiated

3. Programme title

An Adriatic Network for Advancing Research Development and Innovation towards the Creation of new Policies for Sustainable Competiveness and Technological Capacity of SMEs

4. Financing

IPA Adriatic Cross-border Cooperation Programme, ADRIATINN Project, NO 1°str./0007

5. Contracting Authority

EuroPartners Development

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

Mentors are experienced businessmen and women who can help SMEs executives identify strengths, weakness, opportunities and threats. Mentors will work with SMEs on a one-to-one basis and provide support in strategy, finance, human resources etc. Mentors will provide advice, expertise, experience and knowledge, thus enabling SMEs figure out how to create sustainable growth and competitive advantages for the company even on an international scale. Mentors will contribute to the activity 7.4 and for the period starting on September 1st 2014 to 31 of March 2016. Mentoring will become a concrete solution through a dedicated pilot.

8. Number and titles of lots

N/A

9. Maximum budget

40.000 (forty thousand) EURO



CONDITIONS OF PARTICIPATION

10. Eligibility

Participation in tender procedures administered by the Beneficiary is open on equal terms to all natural persons who are nationals of or legal persons established in:

- a) a Member State of the European Union;
- b) a Member State of the European Economic Area;
- c) an official candidate country or potential candidate that is a beneficiary of the Instrument for Pre-Accession Assistance;
- d) a country covered by a European Commission decision establishing reciprocal access to external aid. This rule does not apply to the experts proposed by the service providers taking part in the calls for tenders or in the service contracts financed by the grant, who may be of any nationality.

Participation is also open to international organisations.

11. Number of tenders

No more than one tender 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 a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

12. 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.

Candidates, tenderers or applicants will be excluded from participation in procurement procedures if:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they, or persons having powers of representation, decision making or control over them, have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata; (i.e. against which no appeal is possible);
- c) they have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify, including by decisions of the European Investment Bank and international organisations;



d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;

e) they, or persons having powers of representation, decision making or control over them, have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the EU's financial interests;

f) they are currently subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation.

Information from the 27 Member States, some Candidate Countries and EEA countries on the different forms of documentary evidence issued/acceptable in each of the countries is available via the eCERTIS tool, which is managed by the Internal Market DG (See: http://ec.europa.eu/internal_market/publicprocurement/e-procurement/ecertis/index_en.htm)

Information for Albanian companies can be retrieved: (a) both from the National Registration Centre and Regional Court,(b),(c) (e) from the National Registration Centre (QKR) and the (d) from the Regional Tax Office.

For point (f) the tenderer should provide a signed declaration subject to ex-post control by the European Union and European Anti-Fraud Office.

13. Sub-contracting

Subcontracting is allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

1st of September 2014

15. Implementation period of the tasks

1st of September 2014 – 31 of March 2016 including any extension provided by the Managing Authority for the whole ADRIATINN Action



SELECTION AND AWARD CRITERIA

16. Selection criteria

Please remember that the selection criteria are applied to the entity/entities signing the contract and not the experts whose CVs are evaluated in the technical evaluation. See section 2.4.11 of the Practical Guide.

The Same criteria for legal and natural person

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole:

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

In case of tenderer being a public body, equivalent information should be provided.

- the average annual turnover of the tenderer must exceed the annualised maximum budget of the contract (ie, the maximum budget stated in the contract notice divided by the initial contract duration in years, where this exceeds 1 year);
- The available financial resources (cash equivalents) of the tenderer should exceed the 20% of the contract value

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

- has a professional activity and field of expertise appropriate to this contract, such as one or more of the following: consulting services, information technologies, innovation, research and technology, legal services, marketing, project management, or similar;
- at least 30% of the staff currently work for the tenderer in fields related to this contract; and

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

- the tenderer has provided services under at least three contracts each with a budget of at least 50% of that of this contract in fields like consulting services, information technologies, innovation, research and technology, legal services, marketing, project management, EU funding, cross border cooperation, or similar which was/were implemented at any moment during the following period: 3 years from the submission deadline.

This means that the project the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period.

Candidates/tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment for services). In case of projects still on-going only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value. If a tenderer has implemented the project in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to



the pertinence of the experience have been used.

Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference.

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.

17. Award criteria

Best value for money.

TENDERING

18. Deadline for receipt of tenders

The deadline for receipt of tenders is specified in point 8 of the Instruction to Tenderers.

19. Tender format and details to be provided

Tenders must be submitted using the standard tender form for Competitive Negotiated Procedures, the format and instructions of which must be strictly observed. The basic sample tender form is available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/services/index_en.htm, under the zip file called Simplified Tender dossier. The tender dossier templates will be provided as well from the Contracting Authority.

Any additional documentation (brochure, letter, etc) sent with an application will not be taken into consideration.

20. How tenders may be submitted

Tenders must be submitted in English exclusively to the Contracting Authority, using the means specified in point 8 of the Instructions to Tenderers.

Tenders submitted by any other means will not be considered.

21. Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 8 of the Instructions to Tenderers. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.



22. Operational language

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

23. Legal basis

- Council Regulation (EC) No. 1085/2006
- Commission Regulation (EC) No. 718/2007 (art. 121).
- The Framework Agreement between the Government of the Republic of Albania and the Commission of the European Communities on the Rules for Co-Operation Concerning EC -Financial Assistance to the Republic of Albania in the Framework of the Implementation of the Assistance under the Instrument for Pre-Accession Assistance (IPA), 18.10.2007 (ratified by the Parliament of the Republic of Albania - Law Nr. 9840, date 10.12.2007 - Official Gazette of the Republic of Albania - No 31.12.2007.
- Regulation (EU, Euratom) No. 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (hereinafter referred to in "Financial Regulation")
- Commission Delegated Regulation (EU) No. 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union (hereinafter referred to in "Rules of application of the Fin. Reg.").
- Commission Decision C(2013) 1171 final of 5.3.2013 repealing Decision C(2007) 2034 on the rules and procedures applicable to service, supply and works contracts financed by the general budget of the European Union for the purposes of cooperation with third countries.
- 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.

24. Additional information

None