

SERVICE CONTRACT NOTICE

Increase of competitiveness and export promotion Location – Kosovo*¹

1. Publication reference

EuropeAid/133848/DH/SER/XK (3rd launch)

2. Procedure

Restricted

3. Programme title

Increase of competitiveness and export promotion

4. Financing

IPA 2013 / Commission Decision 2013 / 024-216

5. Contracting Authority

European Union, represented by the European Commission on behalf of and for the account of Kosovo*

CONTRACT SPECIFICATION

6. Nature of contract

Fee-based

7. Contract description

The overall objective of the project is to increase economic growth and private sector employment in Kosovo, by strengthening the competitiveness of locally operating enterprises and promoting Kosovo's integration into the world economy.

The specific objective of the project is to support Kosovo companies in improving their performance and overall competitiveness and increase exports of products and services generated in Kosovo, as a means of reducing the trade deficit

8. Number and titles of lots

One lot only

9. Maximum budget

EUR 2,000,000.00

¹ This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence

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 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 item 29 below). Participation is also open to international organisations. Participation of natural persons is directly 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 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 unless prior approval from the Contracting Authority has been obtained (see Practical Guide – PRAG-2.4.3.). 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 2.3.2 of the PRAG.

16. Sub-contracting

Subcontracting is allowed.

17. Number of candidates to be short-listed

On the basis of the applications received, between 4 and 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

December 2015

19. Provisional commencement date of the contract

May 2016

20. Initial period of implementation of tasks

24 months

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 candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.
 - The average annual turnover of the candidate for the last 3 years (2012, 2013, 2014) shall amount to at least 4,000,000.00 EUR.
- 2) **Professional capacity of candidate** (based on items 4 and 5 of the application form). The reference period which will be taken into account will be the last three years from submission deadline.
 - At least 6 staffs currently work for the candidate in fields related to this contract.
- 3) **Technical capacity of candidate** (based on items 5 and 6 of the application form). The reference period which will be taken into account will be the last three years from submission deadline.

The candidate has provided services during the last three years (starting from 01.01.2012 up to the deadline for receipt of applications) under **at least 2 projects** covering the following fields of specialisation:

- Development and implementation of Export Trade Promotion Strategy, including provision of services to domestic enterprises in the field.
- Institutional and regulatory framework for SME policy making and/or operational Environment for Business creation.

The value of the services carried out by the candidate under **each** project shall amount to at least EUR 1,000,000.00. A project may cover one or more of these fields of specialisation, but **all fields** have to be covered by **at least two** projects.

Previous experience which caused 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.

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 candidates. The only factors which will be taken into consideration during this re-examination are:

- the highest number of projects found eligible under 21.3.1;

in case of equality of this criterion, then

- the highest cumulative value of projects found eligible under 21.3.1.

22. Award criteria

Best value for money.

APPLICATION

23. Deadline for receipt of applications

14/12/2015 at 16:00 Central European Time

Any application received by the Contracting Authority 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 from the following Internet address: <http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=B>

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 in a sealed envelope:

- EITHER by recorded delivery (official postal service) to :
European Union Office/EU Special Representative,
Kosovo Street 1
10000 Pristina, KOSOVO
- OR hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

For the attention of: Contracts Finance and Audit Section, **Ms Tuula HAUTALA-NIEMI**
email: DELEGATION-KOSOVO-FINCON@eeas.europa.eu

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. Date of publication of prior information notice

21/12/2012

29. Legal basis

IPA Council Regulation (EC) No 1085/2006 as adopted on 17.7.2006

30. Additional information

N/A

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