SERVICE CONTRACT NOTICE

Provision of Business Trainings for Selected Project Beneficiaries

Location: Bosnia and Herzegovina

1. Reference

BOS1704-SER-2018-02

2. Procedure

Single tender

3. Programme title

Support to Mine Action: Reducing risk and supporting landmine victims

4. Financing

BOS1704; 6.2

5. Contracting Authority

Arbeiter-Samariter-Bund Deutschland e.V. – ASB BH Office
Aleja Bosne Srebrene 35, 71000 Sarajevo, B-H

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

ASB Country Office in Bosnia and Herzegovina is implementing above mentioned Project under action title 'To Earn Not To Get', funded by the EU and local authorities of partner cities/municipalities. Overall objective of the action is to contribute to socio-economic inclusion of vulnerable mine victims and their families into the society as the support to the 2009-2019 Mine Action Strategy of B-H. Specific project objective is to increase socio-economic potential and income generation opportunities for 66 vulnerable mine victims or members of their families through provision of business trainings and business grants in the project target areas.

This contract notice is part of the activity aiming at provision of business education to target beneficiaries – mine victims or their family members, at least 39 specialized business training days will be organized in fields of business idea development, creation of feasible business plans and business management for 110 selected mine victims. After the trainings are concluded and beneficiaries prepared to compete for business grants, the final selection of 66 beneficiaries, recipients of business grants will be made. The selected 66 beneficiaries will be provided with tailored business grants for income generation.

8. Number and titles of lots

One lot only

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9. Maximum budget

BAM 19,070.00 (VAT Excluded)

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open only to invited tenderers.

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

Participants have been asked to provide Declaration to the effect that company is not in any of the exclusion situations listed in Section 2.3.3 of the Practical Guide.

13. Sub-contracting

Subcontracting is allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

August 2018

15. Implementation period of the tasks

Maximum 45 calendar days including possible extensions.

SELECTION AND AWARD CRITERIA

16. Selection criteria

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, if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

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.

The objective of this criterion is to examine whether or not the tenderer (i.e., the consortium as a whole, in the case of a tender from a consortium):

- will not be economically dependent on the Contracting Authority in the event that the contract is awarded to it; and

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- has sufficient financial stability to handle the proposed contract.

Financial criteria are:

- the cash and cash equivalents of the participant in the end of years 2015, 2016 and 2017 are positive; and
- Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member.

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 three years from submission deadline.

The objective of this criterion is to examine whether or not the tenderer (i.e., the consortium as a whole, in the case of a tenderer from a consortium):

- has sufficient ongoing staff resources and expertise to be able to handle the proposed contract;
- is not a so-called 'body shop', i.e. a tenderer with no real expertise in fields related to the contract but which simply identifies and proposes experts to fit the project description.

Professional criteria are:

- has a professional certificate appropriate to this contract, such as being a registered/licenced legal entity for provision of technical assistance to public/private sector beneficiaries in area of strategic planning, implementation and project management; and
- at least 50% of all staff members are currently working for the tenderer in fields related to this contract and could be identified as experts as indicated in point 6.1.1 of the Terms of Reference in Annex II to the draft contract;

3) Technical capacity of candidate (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last three years from submission deadline.

The objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tender from a consortium) has sufficient expertise and experience to be able to handle the proposed contract.

Technical criterion is:

- the tenderer has provided services under at least 5 contracts, with a cumulative budget of at least that of this contract in provision of project cycle management, development of business trainings and plans which was implemented at any moment during the period of last three years.

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.

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 a commitment on the part of those entities to

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place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality - and must fulfil the same relevant selection criteria as the economic operator. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies become jointly and severally liable for the performance of the contract.

17. Award criteria

Best price-quality ratio.

TENDERING

18. Deadline for receipt of tenders

The deadline for receipt of tenders is specified in point 7 of the Instruction to Tenderers.

19. Tender format and details to be provided

Tenders must be submitted using the standard tender form provided by the Contracting Authority, the format and instructions of which must be strictly observed.

Any additional documentation (brochure, letter, etc.) sent with a tender 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 7 of the Instructions to Tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

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

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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