

## SERVICE CONTRACT NOTICE

### Trainers for Annual Social Academy in Albania

**1. Reference**

PDT SRB1801-013

**2. Procedure**

Single tender procedure

**3. Programme title**

Civil Society and Media Programme 2016-2017, Consolidating Regional Thematic Networks of Civil Society Organizations

**4. Financing**

Civil Society and Media Programme 2016-2017 – IPA II

Project budget line: 6.3.2

**5. Contracting Authority**

Arbeiter-Samariter-Bund Deutschland e.V. (ASB) Country Office Serbia

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### CONTRACT SPECIFICATION

**6. Nature of contract**

Global price

**7. Contract description**

In order to achieve project objectives, Contracting Authority is organizing one 4 days-Regional Social Academy in Albania.

In this context the Contracting Authority is tasked with the timely provision of training services for the 4 days-Regional Social Academy, providing appropriate consultancy support in form of conducting workshops and training sessions during the Academy in order to raise capacities of social service providing CSOs.

**8. Number and titles of lots**

This tender is not divided into lots.

**9. Maximum budget**

5.000 EUR

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### CONDITIONS OF PARTICIPATION

**10. Eligibility**

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium - of tenderers) which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) N°236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable Instrument under which the contract is financed (see also heading 29 below). 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.

## **13. Sub-contracting**

Subcontracting is allowed.

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## **PROVISIONAL TIMETABLE**

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

10<sup>th</sup> April 2019

### **15. Implementation period of the tasks**

2 months

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## **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).

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

- The average annual turnover of the tenderer for the last three years (2016, 2017 and 2018) must exceed 5.000 EUR.

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

- At least 1 permanently employed tenderer's staff currently engaged in the fields related to this contract.

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

- The tenderer has provided services under at least 2 contracts of services of similar nature.

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 a commitment 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 - 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 works or 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.

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## TENDERING

### **18. Deadline for receipt of tenders**

The deadline for receipt of tenders is 08/04/2019 at 15:00 CET.

Any application received by the Contracting Authority after this deadline will not be considered.

### **19. Tender format and details to be provided**

Tenders must be submitted using the standard tender form for Single Tender Procedures, the format and instructions of which must be strictly observed. The tender form is available from the following Internet address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=B> , under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration of honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

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 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 email message 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) 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).

### **24. Additional information**

Not applicable.