

SERVICE CONTRACT NOTICE

Services of production of project feasibility study

1. Reference

PDT BOS2301-029

2. Procedure

Simplified procedure.

3. Programme / project title

Engagement Global's trough Bengo /

Empowered: Inclusion of persons with disabilities, regional cooperation and development in the Western Balkan region

4. Financing

This contract is financed through ASB budget.

5. Contracting authority

Arbeiter Samariter Bund, CO Serbia, Antifašističke borbe 14/8, Novi Beograd, Serbia

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

The main purpose of the assignment is to support the Contracting Authority on proving the feasibility of the project "Inclusion of persons with disabilities, regional cooperation and development in the Western Balkan region" financed by the BMZ, through creating of relevant study.

8. Number and titles of lots

One lot only

9. Maximum budget

25,000 EUR

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open to all legal persons participating either individually or in a grouping (consortium). 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 2.6.10.1. of the practical guide.

Tenderer included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

13. Sub-contracting

Subcontracting is allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

11/10/2023

15. Implementation period of the tasks

The period of implementation of the tasks will be from contract signature until 29/12/2023.

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

- the average annual turnover of the tenderer must exceed 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 two years from submission deadline. Criteria:

- At least one person responsible for drafting of feasibility studies working for the tenderer

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.
Criteria:

- the tenderer or tenderer staff have provided services, related to this contract, under at least five (5) contracts with a similar type and scope of work,

Previous experience which would have led to breach of contract and termination by a contracting authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

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 the performance of the contract by producing a commitment by 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 comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority. 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 (technical offer) is 09/10/2023 by 14:00 CET.

19. Tender format and details to be provided

Tenders must be submitted using the standard tender form for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available in folder D of the tender dossier.

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available in folder D of the tender dossier.

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.

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 amendment or withdrawal must be prepared and submitted in accordance with clause 8. The email title must state the name of the tenderer and words 'Amendment' or 'Withdrawal' as appropriate.

22. Operational language

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

23. Additional information

Financial data to be provided by the candidate in the standard application form must be expressed in EUR.

Working hours of the contracting authority: every working day 9:00 - 17:00.