

SERVICE CONTRACT NOTICE

ENGAGEMENT OF THE PROCUREMENT SPECIALIST

for the purposes of the project "New life of Neolithic heritage in recognized natural areas of great importance - NeoLIFE "

Užice, Serbia

1. Reference

48-00-00046/2016-28-1/TD02

2. Procedure

Simplified Competitive negotiated

3. Programme title

Cross-border Programme Serbia – Bosnia and Herzegovina under the Instrument of Pre-accession Assistance (IPA II), **allocations for 2014, 2015 & 2016.**

Project: New life of Neolithic heritage in recognized natural areas of great importance - NeoLIFE

4. Financing

Financing agreement. The project is co-financed by the European Union, in accordance with the rules of Cross-Border Programme Serbia – Bosnia and Herzegovina under the Instrument for Pre-Accession Assistance (IPA II).

Budget line 5.1. Engagement of Procurement Specialist

5. Contracting authority

City of Užice

52 Dimitrija Tucovića Street,

31000 Užice, Republic of Serbia

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

The subject of this contract is engagement of procurement specialist for the implementation of procurement procedures necessary for realization of the project activities which are planned within the project "NeoLIFE". All procurement procedures must be conducted in accordance with Project procurement plan which is specified in the part B, Annex II Terms of references and in accordance with PRAG procedures.

8. Number and titles of lots

Not applicable

9. Maximum budget

EUR 26.500,00

CONDITIONS OF PARTICIPATION

10. 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 22 below). Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

11. Number of tenders

No more than one tender can be submitted by 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 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 not allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

08th April 2019

15. Implementation period of the tasks

The implementation period for the specified service will start on the date of the contract signature by both parties and will end in the last month of the project implementation – June 2019.

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.

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.

Criteria for legal and natural persons:

1- the average annual turnover of the tenderer in the past 3 years (2018, 2017 and 2016) must be at least the value of the tenderer's offer.

Documentary evidence of financial and economic standing:

- tenderer is obliged to provide copies of balance sheets and income statements (profit and loss account) for the past 3 years (2018, 2017 and 2016), as a documentary proofs of financial and economic standing.

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.

Criteria for legal and natural persons:

1-At least three permanent employees or staff engaged of the bases of the part time contract experienced in the related field (procurement procedures in accordance with national legislation and donor funded projects) with the education background in economics or law.

Documentary evidence of professional capacity:

- tenderer is obliged to provide the copies of diplomas and other certificates proving their professional capacities in the respective fields (public procurement specialist, etc,..)

3) Technical capacity of tenderer (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 for legal and natural persons:

1- At least 3 contracts for services in the related fields with companies which realized the projects funded by foreign or domestic donor institutions.

Documentary evidence of technical capacity:

- tenderer is obliged to provide the copies of the contracts mentioned above.

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 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. 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.

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 simplified procedures, the format and instructions of which must be strictly observed. The tender form will be sent to potential tenderers together with the tender dossier, part D, Tender form.

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.

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

Cross-border Programme Serbia – Bosnia and Herzegovina under the Instrument of Pre-accession Assistance (IPA II), **allocations for 2014, 2015 & 2016.**

24. Additional information

Tender opening session is arranged for **02nd April 2019, at 14:15 o`clock**, on the premises of the City of Uzice`s Development Center, nn Petra Celovica Street, 31000 Uzice.