

Additional information about the Contract Notice

Campaign for informing civil society organizations and citizens about the process of creation and adoption of budget of the Republika Srpska, and improving their participation in budgeting process

Bosnia and Herzegovina

Tender reference: EU4CS/TEN/NO3

1. Nature of contract

Global price

2. Programme title

Capacity building of Governments to include CSOs into the decision-making, Bosnia and Herzegovina

3. Financing

Budget line - incidental costs of the project.

4. Eligibility and rules of origin

Participation is open to all legal persons who are nationals of Bosnia and Herzegovina and legal persons (participating either individually or in a grouping – consortium – of candidates/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) No 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.

For UK candidates or tenderers: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement* on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union and to goods originating from an eligible country, as defined under Regulation (EU) No 236/2014** and Annex IV of the ACP-EU Partnership Agreement***, are to be understood as including natural or legal persons residing or established in, and to goods originating from, the United Kingdom ****. Those persons and goods are therefore eligible under this call.

* Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.

** Regulation (EU) No 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.

*** Annex IV to the ACP-EU Partnership Agreement, as revised by Decision 1/2014 of the ACPEU Council of Ministers (OJ L196/40, 3.7.2014)

**** including the Overseas Countries and Territories having special relations with the United Kingdom, as laid down in Part Four and Annex II of the TFEU

5. Candidature

All eligible legal persons (as per item 4 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 partners of a consortium (i.e.,

the leader and all other partners) are jointly and severally liable to the contracting authority. The participation of an ineligible legal person 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.

6. Number of tenders

No more than one tender can be submitted by a 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.

7. Shortlist alliances prohibited

Not applicable

8. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the tender form. 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.

9. Sub-contracting

Sub-contracting is not allowed.

10. Number of candidates to be short-listed

Not applicable

11. Provisional date of invitation to tender

01/04/2021

12. Provisional commencement date of the contract

12/04/2021

13. Period of implementation of tasks

1 month

SELECTION AND AWARD CRITERIA

14. 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 5 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.

- the average annual turnover of the tenderer should be equal or over the value of the tenderers' offer

The supporting documents for these criteria may include but are not limited to income statement, annual financial report or equivalent official document in line with legislation.

2) Professional capacity of the tenderer (based on items 6 and 7 of the tender form).

The reference period which will be taken into account will be the last three years from submission deadline.

- at least 3 staff member currently work for the tenderer in fields related to this contract; The supporting documents for these criteria may include but are not limited to employment records, contract with the employed staff or equivalent official document in line with legislation.

3) Technical capacity of tenderer (based on item 8 of the tender form). The reference period which will be taken into account will be the last three years from submission deadline

- The tenderer implemented at least one media project in value equal or over the value of the tender during the reference period. In case a tenderer has implemented the above project in a consortium, the percentage that the tenderer carried out must be at least 70% and only the portion carried out by the candidate will be taken into consideration.

The supporting documents for these criteria may include but are not limited to appropriate professional certificate, professional references, letter of satisfaction by previous contractor, previous contracts or equivalent official document in line with legislation.

15. Award criteria

Best price-quality ratio.

APPLICATION AND TENDERING

16. Tender format and details to be provided

Tenders must be submitted using the standard tender form for open procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address: www.eu4cs.ba under the zip file called Tender Dossier EU4CS/TEN/NO3.

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

17. 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, the tenderers accept to receive notification of the outcome of the procedure by electronic means.

18. Deadline for receipt of tenders

The deadline for receipt of tenders is specified in point 2 of the instruction to tenderers.

19. Clarifications on the contract notice

Clarifications may be sought from the contracting authority at the following email address info@eu4cs.ba till 05/04/2021.

Clarifications will be published on the web site www.eu4cs.ba

20. 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 9 of the instructions to tenderers. The outer folder (and the relevant inner folder if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

21. Language of the procedure

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

23. Legal basis

Regulation (EU) No 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, Regulation (EU) No 231/2014 of the European Parliament and of the Council establishing an Instrument for Pre-accession assistance (IPA II) and Commission implementing regulation (EU) No 447/2014 of 2 May 2014 on the specific rules for implementing Regulation (EU) No 231/2014 of the European Parliament and of the Council establishing an Instrument for Pre-accession assistance (IPA II).

24. Additional information

N/A