

Additional information about the Contract Notice

Developing the web platform for online submitting project application and project narrative and financial reports for funding projects and programmes by public institution in BiH

Bosnia and Herzegovina

Tender reference: EU4CS/TEN/NO4

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 natural persons who are nationals of 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 Article 8 of 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.

Participation is also open to international organisations

5. Candidature

All eligible natural and 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 natural or 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 applications or 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. Tender guarantee

No tender guarantee is required.

8. Performance guarantee

No performance guarantee required.

9. Information meeting and/or site visit

No information meeting is planned.

10. Tender validity

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Tenders must remain valid for a period of 3 months after the deadline for submission of tenders. In exceptional circumstances, the contracting authority may, before the validity period expires, request that tenderers extend the validity of tenders for a specific period.

11. Shortlist alliances prohibited

Not applicable

12. 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.

13. Sub-contracting

Sub-contracting is not allowed.

14. Number of candidates to be short-listed

Not applicable

15. Provisional date of invitation to tender

24/01/2022

16. Provisional commencement date of the contract

11/03/2022

17. Period of implementation of tasks

2 months

[SELECTION AND AWARD CRITERIA]

18. 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 (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 (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 preceding the submission deadline.

- At least 5 staff members 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 (based on items 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 IT 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.

19. Award criteria

Best price-quality ratio.

APPLICATION AND TENDERING

20. How to obtain the tender dossier

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 EU4CS/TEN/NO4.

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.

21. Tender opening session

Date and venue of tender opening session: 28/02/2022

22. How applications 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.

23. Deadline for submission of applications

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

24. Clarifications on the contract notice

Clarifications may be sought from the contracting authority at the following email address info@eu4cs.ba till 11/02/2022.

Alteration or withdrawal of applications

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.

25. Language of the procedure

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

26. Legal basis¹

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).

27. Additional information

N/A