



## European Commission, EuropeAid Co-operation Office, B-1049 Brussels, Belgium

Publication info: [http://ec.europa.eu/europeaid/work/funding/documents/guide\\_publication\\_des\\_appels\\_en.pdf](http://ec.europa.eu/europeaid/work/funding/documents/guide_publication_des_appels_en.pdf)

### SERVICE PROCUREMENT NOTICE

The next paragraph is optional:

- If NOT "ticked box", the entire paragraph is eliminated,
- If "ticked box", obligatory to choose 1 of 3 alternatives in the first sentence.

- Please note that the awarding of the contract is subject to the condition of:
- the prior adoption of a financing decision and the prior conclusion of a financing agreement,
  - the prior adoption of a financing decision,
  - the prior conclusion of a financing agreement,

which do not modify the elements of the procurement procedure (this will be the case, for instance, if the budgetary envelope initially foreseen is different or if the timeframe, the nature or the condition of the implementation are altered).

If the precedent condition is not met, the contracting authority will either abandon the procurement or cancel the award procedure without the candidates or tenderers being entitled to claim any compensation.

**Contract title:**

**Location:**

Area/region: *Select region(s)  
[(multiple) regions can  
be selected/unselected  
by holding down the  
CTRL key while  
selecting; use the Clear  
button to empty the  
selected regions field]*

*(selected  
regions)*

Other:

Country/countries: *Select country/countries  
[(multiple) countries  
can be selected/  
unselected by holding  
down the CTRL key  
while selecting; use the  
Clear button to empty  
the selected countries  
field]*

*(selected  
countries)*

Other:

**Common Procurement Vocabulary (CPV) - describes subject of procurement contract**

For more information about CPV codes, see FAQ, available at: [http://ec.europa.eu/europeaid/work/funding/documents/cpv\\_guide\\_en.pdf](http://ec.europa.eu/europeaid/work/funding/documents/cpv_guide_en.pdf)

To fill in a CPV code or a supplementary vocabulary do the following:

- Specify a search text, e.g. "software", in the 'Search for' field and click the '<Search' or 'Search>' button to find the previous or next entry containing the search text. The found entry is shown and selected in the list box above the 'Search for;' field.
- You can also browse through the entry list using the scrollbar (Adobe reader or Acrobat 9) or entry by entry by clicking the 'Up' or 'Down' buttons (Adobe Reader or Acrobat 8).
- When you have selected the right CPV code or supplementary vocabulary just click the corresponding '<<<' button below to transfer it to the proper main or additional object field. An object field can be cleared by clicking the corresponding 'Clear' button.

**Search for CPV codes**

Search for:

**Search for supplementary vocabulary**

Search for:

**Main vocabulary (ddddddd-d)**

**Supplementary vocabulary (XXdd-d)**

**Main object**

**Additional object(s)**

**1) PUBLICATION REFERENCE**

*Publication reference of the corresponding contract forecast notice.*

**Internet address(es) (if applicable)**

General address of the contracting authority: (URL)

**2) PROCEDURE**

Restricted

**3) PROGRAMME**

<input type="radio"/> IPA	<input type="radio"/> DCI	<input type="radio"/> NSI	<input type="radio"/> ICI	<input type="radio"/> ENPI	<input type="radio"/> EIDHR	<input type="radio"/> IfS	<input type="radio"/> 9th or 10th EDF
<input type="radio"/> Other:	<input type="text"/>						

**4) FINANCING**

- Budget line
- Financing agreement
- Other:

**5) CONTRACTING AUTHORITY**

(Centralised procedure)

(Decentralised procedure)

The beneficiary:

**6) NATURE OF CONTRACT**

- Global price
- Fee-based
- Global price and fee-based

**7) CONTRACT DESCRIPTION**

*Recommended max 10 lines but up to 20 should be possible.*

**8) NUMBERS AND TITLES OF LOTS**

The contract is divided into lots:

No, one lot only.

Yes, number of lots:  (MIN=2 MAX=20)

*If more than one lot:*

**LOTS TITLES**

01

02

03

04

05

06

07

08

09

10

11

12

13

14

15

16

17

18

19

20

**9) BUDGET**

**Maximum budget**  
*(Give figures only)*

Currency:

**EUR**

*(only if decentralised procedure)*

**10) SCOPE FOR ADDITIONAL SERVICES**

The Contracting Authority may, at its own discretion, extend the project in duration and/or scope, subject to the availability of funding, up to a maximum not exceeding the length and value of the initial contract. Any extension of the contract would be subject to satisfactory performance by the Contractor.

# CONDITIONS OF PARTICIPATION

## 11) ELIGIBILITY

*If programme in point 3 is NOT 9th or 10th EDF*

Participation is open to all legal persons [participating either individually or in a grouping (consortium) of candidates] 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 also item 29 below). Participation is also open to international organisations. The participation of natural persons is governed by the specific instruments applicable to the programme under which the contract is financed.

*If the programme in point 3 is DCI*

*Is this project financed by the geographic programmes of the DCI instrument, before March 25th 2012, for one or more of the following countries: Afghanistan, Bangladesh, Bhutan, Cambodia, China, India, Korea Democratic Republic, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, the Philippines, Sri Lanka, Thailand and Vietnam?*

Yes

No

*If the programme in point 3 is 9th or 10th EDF*

Participation in tendering is open on equal terms to natural and legal persons participating either individually or in a grouping (consortium) of tenderers which are established in one of the Member States of the European Union, ACP States or in a country or territory authorised by the ACP-EC Partnership Agreement under which the contract is financed (see also heading 29 below). Participation is also open to international organisations.

*If the programme in point 3 is Other:*

## 12) CANDIDATURE

All eligible natural and legal persons (as per item 11 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 members of a consortium (ie, the leader and all other members) are jointly and severally liable to the Contracting Authority.

The participation of an ineligible natural or legal person (as per item 11) 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.

## 13) NUMBER OF APPLICATIONS

No more than one application 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 an application). In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

*If number of lots is more than one lot, defined in article 8.*

*No restrictions may be made in the number of lots a tenderer can be awarded.*

**14) SHORTLIST ALLIANCES PROHIBITED**

Any tenders received from tenderers having a different composition than the ones on the application forms will be excluded from this restricted tender procedure, unless prior approval from the Contracting Authority has been obtained - see PRAG 2.4.3. Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

**15) GROUNDS FOR EXCLUSION**

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3 of the Practical Guide to contract procedures for EU external actions.

**16) SUB-CONTRACTING**

*Specify whether or not sub-contracting will be allowed and, if so, the maximum percentage of the contract value which may be sub-contracted.*

Sub-contracting is not allowed.

Sub-contracting is allowed

- Maximum percentage of the contract value which may be sub-contracted.

 %

- Activities which may be sub-contracted:

**17) NUMBER OF CANDIDATES TO BE SHORT-LISTED**

On the basis of the applications received, at least 4 and at most 8 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the Contracting Authority may invite the candidates who satisfy the criteria to submit a tender.

## PROVISIONAL TIMETABLE

### 18) PROVISIONAL DATE OF INVITATION TO TENDER

Date :

*(dd/mm/yyyy)*

### 19) PROVISIONAL COMMENCEMENT DATE OF THE CONTRACT

Date :

*(dd/mm/yyyy)*

### 20) INITIAL PERIOD OF IMPLEMENTATION OF TASKS

Duration in months:

*(from the award of the contract)*



## SELECTION AND AWARD CRITERIA

### 21) SELECTION CRITERIA

*The selection criteria should be clear and non-discriminatory and may not go beyond the scope of the contract.*

*The reference period may not go beyond the past 3 years. Consideration has to be made regarding which proof documents should be requested for the relevant selection criteria. Please remember that the selection criteria are applied to the entity/entities signing the contract and not the experts whose CVs are evaluated in the technical evaluation. See point 2.4.11 of the Practical Guide to contract procedures for EU external actions.*

*If appropriate for the project and subject to the principal of equal treatment separate criteria for natural persons may be published and applied.*

- Same criteria for legal and natural person.
- Separate criteria for legal and natural person.

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole:

**1) Economic and financial capacity of candidate** (based on item 3 of the application form)

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

The objective of this criterion is to examine whether or not the candidate (ie, the consortium as a whole, in the case of an application from a consortium):

- will not be economically dependent on the Contracting Authority in the event that the contract is awarded to it; and
- has sufficient financial stability to handle the proposed contract.

If same criteria for legal and natural person

**Examples of financial criteria:**

- the average annual turnover of the candidate must exceed the annualised maximum budget of the contract (ie, the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceeds 1 year); and
- the averages of cash and cash equivalents at the beginning and end of year are positive.

**Criteria:**

1.	
2.	
3.	

If separate criteria for legal and natural person

**Legal persons:**

**Examples of financial criteria for legal persons:**

- the average annual turnover of the candidate must exceed the annualised maximum budget of the contract (ie, the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceeds 1 year); and
- the averages of cash and cash equivalents at the beginning and end of year are positive.

**Criteria:**

1.	
2.	
3.	

**Natural persons:**

**Examples of financial criteria for natural persons:**

- the available financial resources of the candidate must exceed the annualised maximum budget of the contract (ie, the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceeds 1 year); and
- the financial situation of the candidate should not be in deficit, taken into account debts, at the beginning and end of year.

**Criteria:**

1.	
2.	
3.	

**2) Professional capacity of candidate (based on items 4 and 5 of the application form)**

The objective of this criterion is to examine whether or not the candidate (ie, the consortium as a whole, in the case of an application from a consortium):

- has sufficient ongoing staff resources and expertise to be able to handle the proposed contract,
- is not a so-called 'body shop', ie, a candidate with no real expertise in fields related to the contract but which simply identifies and proposes experts to fit the project description.

Note that Terms of Reference should avoid being too prescriptive, in order to discourage applications from so-called 'body shops'.

If same criteria for legal and natural person

**Examples of professional criteria:**

- has a professional certificate appropriate to this contract, such as <specify>;
- at least <number related to the quantity of expertise required for this contract> staff currently work for the applicant in fields related to this contract; and
- at least 20% of all staff working for the candidate this year in fields related tot his contract are permanent.

**Criteria:**

1.	
2.	
3.	

If separate criteria for legal and natural person

**Legal persons:**

**Examples of professional criteria for legal persons:**

- has a professional certificate appropriate to this contract, such as <specify>;
- at least <number related to the quantity of expertise required for this contract> staff currently work for the applicant in fields related to this contract; and
- at least 20% of all staff working for the candidate this year in fields related tot his contract are permanent.

**Criteria:**

1.	
2.	
3.	

**Natural persons:**

**Examples of professional criteria for natural persons:**

- has a professional certificate appropriate to this contract, such as <specify>;
- is currently working/has worked during the past 3 years < as manager/team-leader etc. > with <number related to the quantity of expertise required for this contract> collaborators in fields related to this contract.

**Criteria:**

1.	
2.	
3.	

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

The objective of this criterion is to examine whether or not the candidate (ie, the consortium as a whole, in the case of an application from a consortium):

- has sufficient expertise and experience to be able to handle the proposed contract.

If same criteria for legal and natural person

**Examples of technical criteria:**

- the candidate has worked successfully on at least < one / two / three > project<s> with a budget of at least that of this contract in <specify fields> which was/were implemented at any moment during the following period: <3 years from the submission deadline, please specify the dates>.  
(This means that the project the candidate refers to could have been started/implemented/completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. The candidate may refer to a part of a project where the contract is not yet completed, but then only the part which is successfully completed may be used as reference and the candidate needs to be able to submit documentary evidence of this part's successful completion, e.g. a statement from the entity which ordered or purchased the service).

**Criteria:**

1.	
2.	
3.	

If separate criteria for legal and natural person

**Legal persons:**

**Examples of technical criteria for legal persons:**

- the candidate has worked successfully on at least <one / two / three> project<s> with a budget of at least that of this contract in<specify fields>which was/were implemented at any moment during the following period: < 3 years from the submission deadline, please specify the dates >.

**Criteria:**

1.	
2.	
3.	

**Natural persons:**

**Examples of technical criteria for natural persons:**

- *the candidate has worked successfully on at least <one / two / three> project<s> with a budget of at least that of this contract in <specify fields> which was/were implemented at any moment during the following period: < 3 years from the submission deadline, please specify the dates>.*

**Criteria:**

1.

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2.

--

3.

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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. Some examples of when it may *not* be considered appropriate by the Contracting Authority are when the tender rely in majority on the capacities of other entities or when they rely on key criteria. If the candidate rely on other entities 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 an undertaking 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 and notably that of nationality, as the economic operator. 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 furnished when requested by the Contracting Authority.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be reexamined to identify the eight best applications for the tender procedure. The only factors which will be taken into consideration during this re-examination are:

**22) AWARD CRITERIA**

Best value for money.

# APPLICATION

## 23) DEADLINE FOR RECEIPT OF APPLICATIONS

Must be at the close of a business of a working day at least 30 calendar days after the date of publication of this procurement notice.

Date :  (dd/mm/yyyy)  Central European Time  (hh:mm)  
 Local Time

Any application received after this deadline will not be considered.

## 24) APPLICATIONS FORMAT AND DETAILS TO BE PROVIDED

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is available at the following Internet address : [http://ec.europa.eu/europeaid/work/procedures/implementation/services/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/services/index_en.htm).

Any additional documentation (brochure, letter, etc) sent with an application will not be taken into consideration.

## 25) HOW APPLICATIONS MAY BE SUBMITTED

Applications must be submitted exclusively to the Contracting Authority in the following language:

- EITHER by recorded delivery (official postal service) to:

**Official name:**

**Postal address:**

**Town:**

**Postal code:**

**Country:**

- OR hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

**Contact points**

For the attention of:

Telephone:

(+<international code> <national number>)

**Opening hours:**  (hh:mm - hh:mm)

- As in above-mentioned address.
- Other: *please complete the next table.*

*If hand delivered address different from the main address:*

**Official name:**

**Postal address:**

**Town:**

**Postal code:**

**Country:**

The Contract title and the Publication reference (see item 1 above) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the Contracting Authority. Applications submitted by any other means will not be considered.

**26) ALTERATION OR WITHDRAWAL OF APPLICATIONS**

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No applications may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25.

The outer envelope (and the relevant inner envelope if used) must be marked "Alteration" or "Withdrawal" as appropriate.

**27) OPERATIONAL LANGUAGE**

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

**28) DATE OF PUBLICATION OF CONTRACT FORECAST NOTICE**

*Must have been at least 30 calendar days before the publication of this procurement notice*

Date :  (dd/mm/yyyy)

Notice number in OJ:  /S  -  (optional)

*The notice number in OJ S may be found under the title of the project in the published notice on the EuropeAid webpage.*

**29) LEGAL BASIS**

*Regulation or other instrument under which this contract is to be financed.*

BUDGET:

9th or 10th EDF:

Other:

**30) ADDITIONAL INFORMATION**

*e.g. opening hours of the contracting authority etc.*

**31) DATE OF DISPATCH OF THIS NOTICE**

Date :  (dd/mm/yyyy, automatically filled when saving the form)