

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:309836-2012:TEXT:EN:HTML>

**BG-Sofia: IPA — preparation of IPA cross-border programmes 2014–2020
2012/S 189-309836**

**Location: Europe (non-EU) — Europe EU — the former
Yugoslav Republic of Macedonia, Serbia, Turkey — Bulgaria**

Service procurement notice

Common procurement vocabulary (CPV):

Main object:

73000000 Research and development services and related consultancy services — RB09 For regional economics

1. **Publication reference:**
EuropeAid/133413/D/SER/Multi.
Internet address(es):
General address of the contracting authority: <http://www.mrrb.government.bg>
2. **Procedure:**
Restricted.
3. **Programme:**
IPA.
4. **Financing:**
IPA cross-border programmes between Bulgaria and respectively Serbia, the former Yugoslav Republic of Macedonia and Turkey for the period 2007–2013.
5. **Contracting authority:**
Ministry of Regional Development and Public Works, Sofia, BULGARIA.
6. **Nature of contract:**
Global price.
7. **Contract description:**
The overall objective of the project is elaboration of IPA cross-border programmes between the Republic of Bulgaria and the candidate countries for EU accession: the Republic of Serbia, the former Yugoslav Republic of Macedonia and the Republic of Turkey for the period 2014–2020.
The purpose is to develop IPA cross-border programmes 2014–2020 in harmony with the legal framework taking into account the specificities of the programme area and respecting the principle of multi-level governance.
The procedure is divided into 3 lots — 1 lot for each programme. A separate contract will be concluded respectively: for lot 1 amounting up to 80 000 EUR, for lot 2 — up to 70 000 EUR and for lot 3 — up to 80 000 EUR.
The aim of each lot is to prepare the ground for a balanced and sustainable development of the programme area by elaboration of the specific cross-border programme which includes specific tasks as: socio-economic analysis of the border region; developing the strategy of the programme; regional consultations to programme stakeholders; preparing a financing plan and indicator table; describing implementing and financial provisions, application of horizontal principles and potential links with other development programmes and policies; participating in Joint Working Group meetings and presenting the draft programme at various events; incorporating comments and recommendations concerning the programme.

8. **Numbers and titles of lots:**

The contract is divided into lots:

Yes, number of lots: 3.

Lot 1: preparation of Bulgaria–Serbia IPA cross-border programme 2014–2020.

Lot 2: preparation of Bulgaria–the former Yugoslav Republic of Macedonia IPA cross-border programme 2014–2020.

Lot 3: preparation of Bulgaria–Turkey IPA cross-border programme 2014–2020.

9. **Budget:**

Maximum budget: 230 000 EUR.

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:**

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.

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 (i.e., 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 1 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 1 application, all applications in which that person has participated will be excluded.

The candidates may submit an application for 1 lot only, several lots or all of the lots, but only 1 application per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

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. Shortlisted 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. **Subcontracting:**

Subcontracting is allowed.

Maximum percentage of the contract value which may be subcontracted: 20 %.

Activities which may be subcontracted: supporting activities contributing to the implementation of the specific tasks performed by the consultant, for example: data collecting, translations, interpretation, organising events, etc.

17. **Number of candidates to be shortlisted:**

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:**

19.11.2012.

19. **Provisional commencement date of the contract:**

7.2.2013.

20. **Initial period of implementation of tasks:**

Duration in months: 7.

Selection and award criteria

21. **Selection criteria:**

Same 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:

In the case of the applicant being a public body, equivalent information should be provided:

1. the average annual turnover of the tenderer over the past 3 years (2009, 2010 and 2011) must exceed the maximum budget of the lot the tenderer is applying for. If the tenderer applies for more than 1 lot, the average annual turnover should exceed the sum of the budgets for the lots for which the tenderer applies;
2. the cash and cash equivalents at the beginning and the end of each of the past 3 years (2009, 2010 and 2011) must be positive. In the case of a consortium, this requirement will be applied for the consortium as a whole.

2) Professional capacity of candidate:

1. at least 10 staff members work for the candidate this year and on average for the 2 previous years in some of the following fields:

- elaboration of socio-economic analyses, SWOT analyses of border regions,
- elaboration of strategic documents, programmes or experience in supporting the managing authorities in elaboration of such documents oriented to cross-border cooperation programmes,
- experience in evaluation/monitoring/implementation of EU-funded programmes;

2. at least 30 % of all staff working for the candidate this year in the fields listed in point 1 are permanent.

3) Technical capacity of candidate:

1. the candidate (a firm or consortium as a whole) shall have experience concerning at least 3 of the following fields of specialisation:

- elaboration of EU-funded regional development, ERDF Objective 3 or IPA cross-border programme/s,
- evaluation/monitoring of the implementation of EU-funded regional development, ERDF Objective 3 or IPA cross-border programme/s,
- preparation of situation analysis/SWOT analysis of border region/s,
- elaboration of regional development strategies/plans;

2. the candidate has successfully completed at least 1 project with a value of at least 80 % of the maximum budget of the lot the tenderer is applying for in at least 1 of the fields specified in item 21.3.1 during the past 3 years (30.9.2009–30.9.2012). This means that the project which 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. For the purposes of this procedure, a project is considered compliant with this requirement if at least 50 % of such project (project activities) was carried out by the tenderer.

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 tenderers rely in majority on the capacities of other entities or when they rely on key criteria. If the candidate relies 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 re-examined to identify the 8 best applications for the tender procedure. The only factors which will be taken into consideration during this re-examination are:

higher number of projects compliant with the requirements of 21.3.2;

higher cumulative value of services carried out by the candidate under the projects compliant with the requirements of 21.3.2. This criterion will be applied in case some candidates at the bottom edge of the ranking list score equally against the above criterion.

22. **Award criteria:**
Best value for money.

Application

23. **Deadline for receipt of applications:**
2.11.2012 (16:00), local time.

Any application received after this deadline will not be considered.

24. **Application 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

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: English — either by recorded delivery (official postal service) to:
Ministry of Regional Development and Public Works, Directorate General 'Territorial Cooperation Management', Sv. sv. Kiril i Metodiy Street 17–19, 1202 Sofia, BULGARIA,
— or hand delivered (including courier services) directly to the contracting authority in return for a signed and dated receipt to:

For the attention of: Milen Obretenov, Head of 'Monitoring, Evaluation and Programming' Department, Room 525. Fax +359 29870737. E-mail: mobretenov@mrrb.government.bg Tel. +359 29405592.

Opening hours: 9:00–17:30.

As in abovementioned address.

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 English.

28. **Date of publication of contract forecast notice:**

29.8.2012.

29. **Legal basis:**

Bulgaria–Serbia IPA cross-border programme, CCI number: 2007CB16IPO006;

Bulgaria–the former Yugoslav Republic of Macedonia IPA cross-border programme, CCI number: 2007CB16IPO007;

Bulgaria–Turkey IPA cross-border programme, CCI number: 2007CB16IPO008.

30. **Additional information:**

1. The outer envelope should carry the following information:

a) the address for submission of applications indicated above;

b) the publication reference, contract title, lot number & lot title;

c) the words "Not to be opened before the tender-opening session" and „Да не се отваря преди първата тръжна сесия“;

d) the name and address of the applicant.

2. Additional information about IPA cross-border programmes 2007–2013:

a) Bulgaria and Serbia — <http://www.ipacbc-bgrs.eu/eng>

b) Bulgaria and the former Yugoslav Republic of Macedonia — <http://www.ipa-cbc-007.eu/en/>

c) Bulgaria and Turkey — <http://www.ipacbc-bgtr.eu/eng>

31. **Date of dispatch of this notice:**

20.9.2012.