

## SERVICE CONTRACT NOTICE

### Report on Legislation and policy Measures in the sector of E-commerce in CEFTA Region

CPF III 2018-13

#### 1. Procedure

Competitive negotiated

#### 2. Financing

CEFTA Project Facility

#### 3. Contracting Authority

CEFTA Secretariat

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## CONTRACT SPECIFICATION

#### 4. Nature of contract

Global price

#### 5. Contract description

The overall objective of the project is to facilitate the process of launching a regulatory dialogue for further developing electronic commerce in the CEFTA region in compliance with the EU legislation. The experts are expected to deliver a detailed report on trade regime, legislation and policy measures in the sector of electronic commerce for each CEFTA Party and cross-border, including but not limited to identification of barriers to e-commerce and proposals for elimination.

#### 6. Maximum budget

EUR 60,000

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## CONDITIONS OF PARTICIPATION

#### 7. Eligibility

Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in a eligible country or territory as defined in Annex a2a of the PRAG Practical Guide, for IPA II instrument available on the following link: <http://ec.europa.eu/europeaid/prag/annexes.do?group=A>

#### 8. Number of tenders

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

## 9. 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 Annex VIII to the draft contract.

## 10. Sub-contracting

Subcontracting is not allowed.

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## PROVISIONAL TIMETABLE

### 11. Provisional commencement date of the contract

November 2018

### 12. Implementation period of the tasks

6 months

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## SELECTION AND AWARD CRITERIA

### 13. Selection criteria

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### 21. Selection criteria

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 unless specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

- 1) **Economic and financial capacity of candidate** (based on item 3 of the application form). In case of candidate 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 company (private/public law body) must exceed the annualised maximum budget of the contract.
  - The financial situation of the candidate (individual) should not be in deficit, taken into account debts, at the beginning and end of year.
- 2) **Professional capacity of candidate** (based on items 4 and 5 of the application form). The reference period which will be taken into account will be the last three years from submission deadline.
- 3) **Technical capacity of candidate** (based on items 5 and 6 of the application form). The reference period which will be taken into account will be the last three years from submission deadline.

Previous experience which caused breach of contract and termination by a contracting authority shall not be used as reference.

### 14. Award criteria

## **TENDERING**

### **15. Deadline for receipt of tenders**

The deadline for receipt of tenders is specified in point 8 of the Instruction to Tenderers.

### **16. Tender format and details to be provided**

Tenders must be submitted using the Tender submission form, Part D of the tender dossier, the format and instructions of which must be strictly observed.

The tender must be accompanied by a Declaration on honour on exclusion and selection criteria using the format in Annex VIII to the draft contract.

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

### **18. 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.

### **19. Operational language**

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

### **20. Legal basis**

Grant Contract External Actions of the European Union CN 2015/356-738 under IPA II.

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