

SERVICE CONTRACT NOTICE

Support for the development of a CEFTA framework for recognition of electronic signatures

1. Reference

CEFTA 2024-02

2. Procedure

Simplified procedure

3. Programme title

CEFTA Action Grant

4. Financing

CEFTA Grant 2022- 2025 - IPA 2022 435-160 co-financing CEFTA Parties and the EC/DG NEAR

5. Contracting authority

CEFTA Secretariat

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

The contractor will be tasked to assist the CEFTA Secretariat in supporting the work of the Subcommittee on Trade in Services and other CEFTA bodies in line with Serbia's Chairmanship priorities for 2024 in assessing the compliance of the CEFTA Parties' laws, regulations and administrative decisions concerning eIDAS regulation, analysing the existing agreements on the recognition of electronic signatures and other trust services, identifying the possible gaps for the full alignment with eIDAS and implementation of trust services and electronic identification, as well as providing recommendations for CEFTA recognition of electronic signatures and other trust services.

8. Number and titles of lots

N/A

9. Maximum budget

20.100 EUR

CONDITIONS OF PARTICIPATION

10. Eligibility

The legal basis for this procedure is CEFTA Secretariat Mandate, CEFTA Agreement and CEFTA GRANT 2022-2025 under IPA III (2021-2027).

For this contract award procedure, 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 an eligible country or territory mentioned as eligible in the Eligibility programmes 2021-2027-Annex A2a1¹ as defined under the Financial instrument IPA III (2021-2027).

Participation is also open to international organisations.

11. 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.

12. 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 the Annex VIII.

Tenderer included in the lists of EU restrictive measures² (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

13. Sub-contracting

Subcontracting is not allowed.

¹ <https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes>

² <https://www.sanctionsmap.eu/#/main>

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

2 September 2024

15. Implementation period of the tasks

5 months

SELECTION AND AWARD CRITERIA

16. Selection criteria

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links it has with them. If the economic operator 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 the performance of the contract by producing a commitment by 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 relying on them and must comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

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

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

1) **Economic and financial capacity of tenderer** (based on item 3 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 financial years for which accounts have been closed.

- the average annual turnover of the tenderer must exceed the maximum budget of the contract equivalent to EUR 20.000

2) Professional capacity of the tenderer (based on items 4 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 2 staff currently work for the tenderer in fields related to this contract.

2) Technical capacity of tenderer (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last three years preceding the submission deadline.

- the tenderer must demonstrate minimum 1 successfully implemented service or grant contract in the area of trade, digital market, ICT and other related areas, with a budget of at least equivalent to the one of this contract (20,000€) which was implemented in the following period: 2021-2023.

Previous experience which would have led to breach of contract and termination by a contracting authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

17. Award criteria

Best price-quality ratio.

TENDERING

18. Deadline for submission of tenders

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

19. Tender format and details to be provided

Tenders must be submitted using the Tender submission form, the format and instructions of which must be strictly observed. The complete tender dossier with the forms to use will be sent by e-mail.

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.

20. How tenders may be submitted

Tenders must be submitted in English exclusively to the CEFTA Secretariat, 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.

21. 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.

22. Operational language

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

23. Legal basis

CEFTA Secretariat Mandate

CEFT Agreement

Grant Contract - External Actions of the European Union- CN 2022/435-160 under IPA III.

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