

SERVICE CONTRACT NOTICE

Harmonized veterinary certificates in CEFTA

1. Reference

SEED+ 2023-04

2. Procedure

Simplified with publication

3. Programme title

SEED+ 403-296

4. Financing

Grant Contract - External Actions of the European Union - SEED+ 403-296

5. Contracting Authority

CEFTA Secretariat

CONTRACT SPECIFICATION

6. Nature of contract

Fee-based

7. Contract description

The overall objective of the project of which this contract will be a part is to facilitate and expedite trade among CEFTA Parties. More specifically, the objective is to achieve the use of harmonized Veterinary Certificates, addressing diverging requirements in the individual CEFTA Parties, and then discussing and agreeing on harmonized veterinary certificates on a product-by-product basis.

8. Number and titles of lots

N/A

9. Maximum budget

EUR 200.000,00

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in grouping-consortium - of tenderers) which are established in a Member State of

the European Union or in a Party or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (Annex A2a to the practical guide)¹. Participation is also open to international organisations.

Please be aware that after the United Kingdom's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates or tenderers from the United Kingdom depending on the outcome of negotiations. In case such access is not provided by legal provisions in force, candidates or tenderers from the United Kingdom could be rejected from the procurement procedure.

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.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

May 2023

15. Implementation period of the tasks

6 months

SELECTION AND AWARD CRITERIA

16. 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, unless

¹ <https://ec.europa.eu/europeaid/prag/annexes.do?group=A>

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

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 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 tenderer must have a minimum annual financial turnover of EURO 200.000 calculated as total certified payments received for contracts in progress and/or completed within the last three (3) years.

2) Professional capacity of tenderer (based on item 4 of the tender form). The reference period which will be taken into account will be the last five years preceding the submission deadline.

- The tenderer must be in business in providing expertise in trade and investment policies related issues

3) 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 five years preceding the submission deadline.

- The tenderer has provided services under at least one (1) contract with a budget of at least 200,000 EUR in providing expertise and capacity building in trade facilitation and/or veterinary matters and/or animal health and/or food safety, which was implemented during the last five (5) years.

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.

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. 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 - notably that of nationality - 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 the tender 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 services for which these capacities are required. With regard to economic and financial criteria the entities upon whose capacity the tenderer relies become jointly and severally liable for the performance of the 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 tender must be accompanied by a Declaration on honour on exclusion and selection criteria using the format in Annex 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 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.

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

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24. Additional information

Financial data to be provided by the candidate in the standard application form must be expressed in EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of January 2020, which can be found at the following address:
<http://ec.europa.eu/budget/graphs/inforeuro.html>.

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