

SERVICE CONTRACT NOTICE

Recruitment of 3 CEFTA Secretariat staff members

1. Reference

CEFTA 2024-03

2. Procedure

Simplified procedure

3. Programme title

Support to the Secretariat of the Central European Free Trade Agreement, 2022-2025

4. Financing

Support to the Secretariat of the Central European Free Trade Agreement, 2022-2025 under IPA III (2021-2027)

5. Contracting Authority

CEFTA Secretariat

CONTRACT SPECIFICATION

6. Nature of contract

Global-price

7. Contract description

Reference is made to the Joint Committee Decision No. 2/2019¹. The purpose of this contract is to provide the CEFTA Secretariat with technical expertise in following a Talent Assessment Methodology to recruit 3 staff members: 2 technical experts and 1 administrative staff.

8. Number and titles of lots

N/A

9. Maximum budget

EUR 27,500

¹ https://cefta.int/wp-content/uploads/2018/12/Decision-No-2_2019-on-Establishment-of-a-Selection-Committee-for-the-Recruitment-of-Staff-of-the-Secretariat-other-than-the-Director.pdf

CONDITIONS OF PARTICIPATION

10. Eligibility

The legal basis for this procedure is CEFTA Secretariat Mandate, CEFT Agreement and the co-financed Grant Support to the Secretariat of the Central European Free Trade Agreement, 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 A2a1² 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 measures³ (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

Q4/2024

15. Implementation period of the tasks

From the signature of the contract till 31.03.2025 - end date of the current Grant Support to the Secretariat of the Central European Free Trade Agreement, 2022-2025.

² <https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes>

³ <https://www.sanctionsmap.eu/#/main>

SELECTION AND AWARD CRITERIA

16. Selection criteria

Capacity-providing entities

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.

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. 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 the 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 27,500.

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 preceding the submission deadline.

- At least at least 1 staff currently work for the tenderer in fields related to this contract.

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 preceding the submission deadline.

- The tenderer has provided services under at least 1 contract (and/or invoice) with a budget of minimum 19,000 EUR in HR Management which was implemented at any moment during the last three years.

This means that the service contract the tenderer refers to could have been started at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to service contracts completed within the reference period (although started earlier) or to service contracts not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (-statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a tenderer has implemented the service contract in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

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 receipt 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 published on the CEFTA website.

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

22. Operational language

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

23. Legal basis

CEFTA Secretariat Mandate⁴

CEFT Agreement⁵

⁴ [Decision 1/2018 Functioning of Secretariat](#)

⁵ <http://cefta.int/legal-documents/#1463498231136-8f9d234f-15f9>