

## **SERVICE CONTRACT NOTICE**

### **Recruitment Consultancy Services to Support Staffing of Four Positions**

**1. Reference**

CEFTA 2025-07

**2. Procedure**

Simplified procedure

**3. Programme title**

Support to the Secretariat of the Central European Free Trade Agreement 2025-2028

**4. Financing**

Co-financed by the CEFPA parties and the European Commission

**5. Contracting Authority**

CEFTA Secretariat

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## **CONTRACT SPECIFICATION**

**6. Nature of contract**

Global-price

**7. Contract description**

Reference is made to the Joint Committee Decision No. 2/2019<sup>1</sup>. The specific objective of this contract is to engage the support of an external consultant or company in order to enable the CEFTA Secretariat to successfully recruit and appoint four qualified candidates, ensuring that the Secretariat is fully staffed and operational.

**8. Number and titles of lots**

N/A

**9. Maximum budget**

EUR 36,000

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<sup>1</sup> [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](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 CEFTA GRANT 2025-2028 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 A2a1<sup>2</sup> 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. Where the tenderer intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies).

Tenderer included in the lists of EU restrictive measures<sup>3</sup> at the moment of the award decision cannot be awarded the contract.

### **13. Sub-contracting**

Subcontracting is not allowed.

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## **PROVISIONAL TIMETABLE**

### **14. Provisional commencement date of the contract**

Q4/2025

### **15. Implementation period of the tasks**

From the date of signature until 31 December 2025

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

<sup>3</sup> <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. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

**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 the financial year for which accounts have been closed.**

- The tenderer's average annual turnover of the last financial year for which the accounts have been closed must be not less than 36,000 EUR equivalent to the budget of the tender.

**2) Professional capacity of candidate** (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.**

- Criterion 1: the tenderer has, during the current year and the previous two years, on average, at least 1 personnel directly employed or otherwise legally contracted on a permanent or non-permanent basis in areas of specialist knowledge related to this contract.
- Criterion 2: the tenderer is not subject to professional conflicting interests which may negatively affect contract performance. The presence of professional conflicting interests shall be examined on the basis of the statements made through the Declarations on Honour and, where applicable, the statements and other documents

submitted.

**3) Technical capacity of candidate** (based on items 6 of the tender form).

- The candidate has completed services under at least 1 contract implemented at any moment during the last three years before submission deadline.
- The value of the services completed must not be less than 14,400 EUR.
- The completed services are in the domain of HR Management / Recruitment.

This means that the service contract the tenderer refers to could have been implemented 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 projects partially implemented during, but not yet completed within the reference period. Only the part completed during the reference period will be taken into consideration. This part will have to be supported by documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) also detailing its value. If a tenderer has implemented the project in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) also detailing its value. If a candidate has implemented the project in a consortium, the part that the candidate has successfully completed must be clear from the documentary evidence (such as consortium agreement and bank transfers between consortium members), together with a description of the nature of the services provided.

**17. Award criteria**

Best price-quality ratio.

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## **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 is 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**

Rue de la Loi 42, 1040 Brussels, Phone: +32 2 229 10 11, E-mail: [procurement@cefta.int](mailto:procurement@cefta.int)

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 Mandate<sup>4</sup>

CEFT Agreement<sup>5</sup>

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

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