

SERVICE CONTRACT NOTICE

Redesign and Development of the CEFTA Website

1. Reference

CEFTA 2026-12

2. Procedure

Simplified

3. Programme title

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

4. Financing

Cofinanced by the European Commission and CEFTA Parties

5. Contracting Authority

CEFTA Secretariat

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

The contract concerns the comprehensive redesign and development of the CEFTA website. The Contractor will be responsible for reviewing the existing website and proposing a new website concept, structure, navigation and visual design, followed by the full technical development, testing and deployment of the new website.

The assignment will also include the migration of relevant content from the existing website, implementation of the agreed functionalities, training of designated CEFTA Secretariat staff in content management and basic website administration, and maintenance and technical support for a period of 12 months following the final completion and acceptance of the website.

The new website is expected to provide a modern, accessible, user-friendly and technically sustainable digital platform that effectively presents CEFTA's work, activities and results to its stakeholders and the wider public.

8. Number and titles of lots

This contract is divided into lots: no

9. Maximum budget

Value excluding VAT: 25,000 EUR

CONDITIONS OF PARTICIPATION

10. Legal basis, eligibility and rules of origin

The legal basis for this procedure is CEFTA Secretariat Mandate, CEFTA Agreement and CEFTA GRANT 2025-2028 financed 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).

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

October 2026

15. Implementation period of the tasks

16 months from the date of contract signature

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

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

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 which 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 candidates. **In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not 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 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 years for which accounts have been closed.**

- **Criterion 1: average annual turnover**

The tenderer's average annual turnover of the **last 3 financial years** for which **the accounts have been closed** must be not less than 25 000 EUR.

- 2) **Professional capacity of the tenderer** (based on items 4 and 5 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: **two persons** 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 tenderer (based on items 6 of the tender form).

The objective of this criterion is to examine whether the tenderer has sufficient experience to be able to handle the proposed contract. The reference period in the Financial Regulation is set at three years from submission deadline.

- **Criterion 1:** The candidate has completed at least **1 contract** implemented in the fields described below and with the budget/contract value equivalent to this contract (25,000 EUR) within last three years.
- **Criterion 2:** The completed services concerned website concept and design and technical website development and implementation, including a content management system.
- **Note:** The tenderer shall provide supporting documentary evidence with information on the relevant contracts, including the **client, period of implementation, description of the services provided and contract value**, together with appropriate documentary evidence demonstrating successful implementation.

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.

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

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. Additional information

Financial data to be provided by the candidate in the standard application form must be expressed in EUR.
