

## **SERVICE CONTRACT NOTICE**

### **Recognition of Results of Conformity Assessment of Industrial Products**

#### **1. Reference**

CEFTA 2026 - 13

#### **2. Procedure**

Simplified

#### **3. Programme title**

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

#### **4. Financing**

Co-financed by the CEFTA parties and the European Commission

#### **5. Contracting authority**

CEFTA Secretariat

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## **CONTRACT SPECIFICATION**

#### **6. Nature of contract**

Fee-based

#### **7. Contract description**

The purpose of this contract is preparation of draft Decision on Recognition of Results of Conformity Assessment of Industrial Products. The overall objective of the Action Grant of which this contract will be a part is to support implementation of the CRM 2.0 based on CEFTA 2006 (specific objective), in order to (i) contribute to socioeconomic growth in the region and convergence with the EU through deeper trade integration and improved market access; (ii) foster the implementation of the EU *acquis* pertaining to the EU Single Market in order to accelerate accession to the EU across the region; and (iii) enhance good neighborly relations (overall objective).

#### **8. Number and titles of lots**

N/A

#### **9. Maximum budget**

30,000 EUR

## **CONDITIONS OF PARTICIPATION**

### **10. Eligibility**

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 A2a<sup>1</sup> 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 Section 2.6.10.1. of the practical guide.

Tenderer included in the lists of EU restrictive measures (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.

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## **PROVISIONAL TIMETABLE**

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

15 November 2026

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

Until 31 December 2027

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

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## 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 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's average annual turnover of the last 3 financial years for which the accounts have been closed must be not less than 30,000 EUR.

- 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 the last three years, 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 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 candidate has completed services under at least 2 contracts of similar nature, complexity and value, and implemented during the last three years before submission deadline.
- For each contract, the value of the services completed must not be less than 15,000 EUR.
- The completed services are in the domain of development and implementation of trade facilitation mechanisms related to quality infrastructure and conformity assessment of industrial products.

### 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

CEFTA GRANT 2025-2028

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