

SERVICE CONTRACT NOTICE

"Capacity Building for Public Private Partnership (PPP) Management Skills Development in the Albanian Transport sector"

Location - Albania

1. Publication reference

EuropeAid/138806/DH/SER/AL

2. Procedure

Restricted

3. Programme title

IPA 2016 Action Programme for Albania - Support to Transport with Focus on Roads

4. Financing

IPA 2016 National Programme for Albania

5. Contracting Authority

European Union, represented by the European Commission on behalf of and for the account of the Government of Albania

CONTRACT SPECIFICATION

6. Nature of contract

Fee-based

7. Contract description

IPA 2016 Action Programme for Albania - Support to Transport with Focus on Roads aim is to contribute to the improved efficiency and sustainability of road transport management in Albania, in line with the objectives of Transport Sector Strategy 2016-2020. The Complementary support of this program includes a component for Technical Assistance for assisting and training of relevant staff of the Ministry of Infrastructure and Energy (MoIE) and Albanian Roads Authority (ARA) on Public Private Partnerships (PPP) schemes.

The TA included under this contract will provide a team of consultants that will assist the beneficiary institutions/departments under the MoIE as well as ARA to:

- enhance capacities of the respective staff for the strengthening the legislative framework and development of skills regarding, identification, preparation, procurement and monitoring implementation of the Private-Public Partnership schemes in the transport sector.

- provide guidelines, management tools regarding the PPP preparation/implementation
- deliver on job training for the concerned staff.

8. Number and titles of lots

One lot only

9. Maximum budget

EUR 700,000.00

10. Scope for additional services

The Contracting Authority may, at its own discretion, extend the project in duration and/or scope subject to the availability of funding. Any extension of the contract would be subject to satisfactory performance by the Contractor.

CONDITIONS OF PARTICIPATION

11. Eligibility

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium - of tenderers) which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) N°236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable Instrument under which the contract is financed (see also heading 29 below) . Participation is also open to international organisations.

12. Candidature

All eligible natural and legal persons (as per item 11 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.

The participation of an ineligible natural or legal person (as per item 11) will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

13. Number of applications

No more than one application 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 an application). In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

14. Shortlist alliances prohibited

Any tenders received from tenderers comprising firms other than those mentioned in the short-listed application forms will be excluded from this restricted tender procedure unless prior approval from the Contracting Authority has been obtained (see Practical Guide – PRAG - 2.4.3.). Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

15. Grounds for exclusion

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3 of the PRAG.

16. Sub-contracting

Subcontracting is allowed.

17. Number of candidates to be short-listed

On the basis of the applications received, between 4 and 8 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the Contracting Authority may invite the candidates who satisfy the criteria to submit a tender.

PROVISIONAL TIMETABLE

18. Provisional date of invitation to tender

May 2018

19. Provisional commencement date of the contract

November 2018

20. Initial period of implementation of tasks

15 months

SELECTION AND AWARD CRITERIA

21. Selection criteria

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 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 candidate** (based on item 3 of the application form). In case of candidate 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.

- The average annual turnover of the candidate must exceed EUR 700 000 for the last three years (2015, 2016, 2017); and
 - The current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member.
- 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 five years from submission deadline**.
- At least 10 (ten) staff currently work for the candidate in fields related to this contract; and
 - At least 4 (four) staff working for the candidate in the fields related to this contract are permanent.
- 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 five years from submission deadline**.
- a) The candidate has provided services under at least 2 (two) contracts with a budget of at least that of this contract (EUR 700,000) in the Road Transport sector, which were implemented at any moment during **the last five years from submission deadline**.
 - b) The candidate has provided Technical Assistance at least 1 service contract concerning PPP scheme used for roads construction or maintenance or operation which was implemented at any moment during **the last five years from submission deadline**.

Candidates/tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment). In case of projects still on-going only the portion satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value.

If a candidate/tenderer has implemented the project in a consortium, the percentage that the candidate/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 caused breach of contract and termination by a Contracting Authority shall not be used as reference.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be reexamined to identify the eight best candidates. The only factors which will be taken into consideration during this re-examination are:

- The highest number of projects in criteria 21.3. b)
- In case of competition between two or more candidates having the same number of eligible project references, the candidates will be ranked according to the highest value

of the project references (proportion carried out by candidate) satisfying the above technical capacity criterion 21.3. b)

22. Award criteria

Best price-quality ratio.

APPLICATION

23. Deadline for receipt of applications

16:00 Central European Time on 23 April 2018

Any application received by the Contracting Authority after this deadline will not be considered.

24. Application format and details to be provided

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is available from the following Internet address:

<http://ec.europa.eu/europeaid/frag/annexes.do?chapterTitleCode=B>

The application must be accompanied by a declaration of honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/frag/annexes.do?chapterTitleCode=A>

Any additional documentation (brochure, letter, etc.) sent with an application will not be taken into consideration.

25. How applications may be submitted

Applications must be submitted in English exclusively to the Contracting Authority in a sealed envelope:

- EITHER by recorded delivery (official postal service) to :

Delegation of the European Union to Albania
Contract, Finance and Audit Section
ABA Business Center,
Rr Papa Gjon Pali II, k.17. Tirana, Albania

In this case, the delivery record makes proof of compliance with the time-limit for receipt.

- OR hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

Delegation of the European Union to Albania
Contract, Finance and Audit Section
Attn. Mrs. Matilda Zinxhiria; Tel: +355 (4) 222 8320
ABA Business Center,
Rr Papa Gjon Pali II, k.17. Tirana, Albania
opening hours Monday - Thursday: 08:30 - 17:30

opening hours on Friday: 08:30 - 16:00

In this case, the acknowledgment of receipt makes proof of compliance with the time-limit for receipt.

The Contract title and the Publication reference (see item 1 above) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the Contracting Authority.

Applications submitted by any other means will not be considered.

By submitting an application candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the application.

26. Alteration or withdrawal of applications

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

27. Operational language

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

28. Date of publication of prior information notice

10 March 2017. Reference Number EuropeAid/138806/DH/SER/AL

29. Legal basis¹

Regulation (EU) N°236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPAI).

30. Additional information

N/A

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¹ Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).