

## **SERVICE CONTRACT NOTICE**

### **Training programme in response to labour market needs within the project “Increasing the Effectiveness of Employment Policies Towards Disadvantaged Groups”**

#### **Location – Europe (Non EU), Serbia**

**Suspension Clause:** Please note that the awarding of the contract is subject to the condition of the prior adoption of a modification of the Grant Contract No. 2014/342-598 by European Union Delegation in Serbia, which does not modify the elements of the procurement procedure. If the precedent condition is not met, the contracting authority will either abandon the procurement or cancel the award procedure without the candidates or tenderers being entitled to claim any compensation.

**1. Publication reference**

2015/S 188-341872

**2. Procedure**

Restricted

**3. Programme title**

National Programme for Serbia under the IPA (Instrument for Pre-Accession Assistance) - Transition Assistance and Institution Building Component for 2012

**4. Financing**

22.02.01/Financing Agreement for the National Programme for Serbia under the IPA (Instrument for Pre-Accession Assistance) - Transition Assistance and Institution Building Component for 2012, Sector: Support to Social Development

**5. Contracting Authority**

National Employment Service (NES), The Republic of Serbia

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## **CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

This Contract will finance the provision of training in response to labor market needs for at least 5400 people in two training cycles (thus an average of 2700 people per cycle) out of which 300 are Roma as an expansion of the NES existing scheme. The contractor shall provide trainings as per the groups of trainings in accordance with the distribution of training groups in the 6 lots as provided for below by carrying out an entry testing for the selected participants in order to determine the starting point of knowledge in the area in which the participants

are trained. After completing the training, the training provider will organise appropriate examination. Finally, to all the participants who had passed the examination successfully, the contractor will issue certificates.

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

### **6 LOTS:**

LOT 1: Mechanical engineering, metal processing and electric engineering, construction, public utility, upholstery, painting services and wood processing

LOT 2: Textile, leather, chemicals and typography

LOT 3: Agriculture, food production and processing

LOT 4: Economics, administration, trade and hotels & restaurants

LOT 5: Healthcare, social protection and personal services

LOT 6: Foreign languages, basic IT training according to the ECDL standard, advanced IT training

## **9. Maximum budget**

EUR 2,516,400.00

Indicative budget per LOTS

LOT 1: cca. 575 840 EUR

LOT 2: cca. 200 220 EUR

LOT 3: cca. 197 060 EUR

LOT 4: cca. 268 800 EUR

LOT 5: cca. 267 780 EUR

LOT 6: cca. 1 006 700 EUR

## **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 up to a maximum not exceeding the length and value of the initial contract . Any extension of the contract would be subject to satisfactory performance by the Contractor.

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# **CONDITIONS OF PARTICIPATION**

## **11. Eligibility**

Participation is open to all legal persons (participating either individually or in a grouping - consortium - of tenderers) which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (see item 29 below).

Participation is also open to international organisations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

## **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.

No restrictions may be made in the number of lots a tenderer can be awarded.

The candidates may submit an application for one lot only, several lots or all of the lots, but only one application per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

## **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.

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## PROVISIONAL TIMETABLE

### 18. Provisional date of invitation to tender

30 November, 2015

### 19. Provisional commencement date of the contract

30 April, 2016

### 20. Initial period of implementation of tasks

18 months

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## 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:

- 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.

Criteria for legal and natural persons:

**LOT1:** The average annual turnover of the candidate over the last 3 years (2012, 2013, 2014) must have exceeded 300 000 EUR.

**LOT 2, 3, 4, 5:** The average annual turnover of the candidate over the last 3 years (2012, 2013, 2014) must have exceeded 150 000 EUR.

**LOT 6:** The average annual turnover of the candidate over the last 3 years (2012, 2013, 2014) must have exceeded 500 000 EUR

- 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 from submission deadline.

At least three (3) permanent staff currently works for the candidate in the 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 from submission deadline.

**LOT 1:** The candidate has provided at least 2 contracts (the candidate's portion equal to or greater than 250 000 EUR for his services in each contract) in the relevant fields of expertise of the LOT described in Article 8 above.

**LOTS 2, 3, 4 and 5:** The candidate has provided at least 2 contracts (the candidate's portion equal to or greater than 100 000 EUR for his services in each contract) in the relevant fields of expertise of the LOT/s described in Article 8 above for which candidate applies.

**LOT 6:** The candidate has provided at least 2 contracts (the candidate's portion equal to or greater than 450 000 EUR for his services in each contract) and in the relevant fields of expertise of the LOT described in Article 8 above.

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 performance of the contract, for example by producing an undertaking on the part of 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.

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 technical capacity criteria 3 above
- in case of equality between the applicants as a result of the first re-examination, the cumulative value of the references satisfying the technical capacity criterion 3 above will be applied as the second re-examination criterion.

## 22. Award criteria

Best value for money.

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# APPLICATION

## 23. Deadline for receipt of applications

15:30h local time on 30/10/2015

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/prag/annexes.do?chapterTitleCode=B>

If a candidate applies for more LOTs, separate application form has to be submitted for each LOT.

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 :

Attn. Ms. Zeljka Tadic

Department for Planning and Implementation of IPA Projects

National Employment Service

Decanska 8, room 320, 3<sup>rd</sup> floor

11 000 Beograd

Republic of Serbia

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

Attn. Ms Zeljka Tadic

Department for Planning and Implementation of IPA Projects

National Employment Service

Decanska 8, room 320, 3<sup>rd</sup> floor

11 000 Beograd

Republic of Serbia

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.

## **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**

07 August 2015

**29. Legal basis<sup>1</sup>**

Council Regulation (EC) No 1085/2006 of 17.7.2006 establishing an Instrument for PreAccession Assistance (IPA) - (OJ L 2010, 31.7.2006, p. 82)

**30. Additional information**

n/a

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