**SERVICE CONTRACT NOTICE**

**TRANSPORT AND LOGISTICS**

**UNDER THE PROJECT “MOVING BORDERS FOR EMERGENCY VOLUNTEERING”**

**Location –** Cross border area of Bulgaria and Serbia

**1. Reference**

CB007.2.22.065/TD01

**2. Procedure**

Simplified

**3. Programme title**

Interreg-IPA CBC Bulgaria - Serbia Programme, CCI No. 2014TC16I5CB007

**4. Financing**

Subsidy contract under te Instrument for Pre-accession Assistance II No. RD-0-29-97/13.07.2019.

**5. Contracting authority**

Timok Youth Center

Generala Gambete 44/8

1900 Zajecar, Serbia

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

The purpose and tasks of this contract are as follows:

* To ensure necessary logistics for the joint project events across Serbian cross-border area – rent of halls and equipment, transportation, accommodation, food and refreshments for participants, such as: experts meeting, training in emergency volunteering, volunteer actions and closing conference;
* To ensure transport services for participants from Serbia on joint project activities on Bulgarian cross-border territory, such as: experts meeting, training in emergency volunteering and volunteer actions.

**8. Number and titles of lots**

One lot only.

**9. Maximum budget**

**The maximum budget available for this contract is 25.490 EUR equivalent to 2.997.353,806 RSD (inforeuro rate in the month of launching the tender – August 2020). Payments under this contract will be made in the national currency of the tenderer - RSD.**

**CONDITIONS OF PARTICIPATION**

**10. 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 23 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.

**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 allowed.

**PROVISIONAL TIMETABLE**

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

01.10.2020.

**15. Implementation period of the tasks**

12 months.

**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. if not 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 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 financial years for which accounts have been closed.

The objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tender from a consortium):

* will not be economically dependent on the contracting authority in the event that the contract is awarded to it; and
* has sufficient financial stability to handle the proposed contract.

**Financial criteria for legal and natural persons:**

* the average annual turnover of the tenderer for the last three years must exceed the annualised maximum budget of the contract.
* **2)** **Professional capacity of the tenderer (**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.

The objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tenderer from a consortium):

* has sufficient ongoing staff resources and expertise to be able to handle the proposed contract
* is not a so-called ‘body shop’, i.e. a tenderer with no real expertise in fields related to the contract but which simply identifies and proposes experts to fit the service contract description.

**Professional criteria for legal persons:**

* at least 50% of all staff currently work for the candidate in fields related to this contract

**3) Technical capacity of tenderer** (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 objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tender from a consortium) has sufficient expertise and experience to be able to handle the proposed contract.

**Technical criterion for legal and natural persons:**

* the tenderer has provided services under at least two (2) contracts, each with a budget of at least 50% of annualised maximum budget of the contract, in fields of organization of logistic of events and ensuring transportation, meals and accomodation which were implemented at any moment during the following period: 15.08.2017 – 15.08.2020.

This means that the service contract the tenderer refers to could have been started 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 service contracts not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (-statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a tenderer has implemented the service contract in a consortium, the percentage that the 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 would have led to breach of contract and termination by a contracting authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

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.

**17. Award criteria**

Best price-quality ratio.

**TENDERING**

**18. Deadline for submission of tenders**

The deadline for submission 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 standard tender form** for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=B> , under the zip file called Simplified Tender dossier.

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

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

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. 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**

* INTERREG IPA Cross-border Cooperation Programme Bulgaria – Serbia was adopted by the European Commission with Decision No C(2015) 5444 on 30 July 2015. The most recent version of the INTERREG IPA Cross-border Cooperation Programme Bulgaria – Serbia, v. 5.0 is adopted on 07 November 2018;
* on the 22.01.2018 the Second Call for project proposals under the Interreg-IPA Cross-border Cooperation Bulgaria-Serbia 2014-2020 Programme. By the deadline on 23.04.2018 Timok Youth Center and Free Youth Center submitted “Moving borders for emergency volunteering” project proposals with reference number CB007.2.22.065;
* as a lead partner Timok Youth Center signed the subsidy contract for the project implementation with the reference number РД-02-29-97/13.07.2020.
* Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II);
* Commission Implementing Regulation (EU) No 447/2014 of 2 May 2014 on the specific rules for implementing Regulation (EU) No 231/2014 of the European Parliament and of the Council establishing an Instrument for Pre-accession assistance (IPA II);
* Regulation (EU) No 1299/2013 of the European Parliament and of the Council of 17 December 2013 on specific provisions for the support from the European Regional Development Fund to the European territorial cooperation goal;
* Common Provision Regulation (CPR) (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013;
* Commission Delegated Regulation (EU) No 481/2014 of 4 March 2014 supplementing Regulation (EU) No 1299/2013 of the European Parliament and of the Council with regard to specific rules on eligibility of expenditure for cooperation programmes;
* Regulation (EU) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002;
* Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2014 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union.

**24. Additional information**

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

If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of August 2020 correspond to the month and year of the publication of the present contract notice, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.