



south east european
centre for entrepreneurial
learning

regionalni centar za razvoj
poduzetničkih kompetencija
za zemlje jugoistočne europe

SERVICE CONTRACT NOTICE

Providing travel agency services for South East European Centre for Entrepreneurial Learning (SEECEL)

Republic of Croatia

1. Publication reference

SEECEL-01/2013-TS

2. Procedure

Restricted

3. Programme

Instrument for Pre-Accession Assistance (IPA)

4. Financing

Grant Contract 2013/316-501 financed from multi-beneficiary programme under the IPA Transition Assistance and Institution Building Component for the year 2013

5. Contracting Authority

South East European Centre for Entrepreneurial Learning (SEECEL), Selska cesta 217,
HR - 10000 Zagreb, Croatia

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

The contract aims to provide travel agency services to the SEECEL as regards flight tickets and other means of transportation related to conferences, seminars, working group meetings and other events in non-EU and EU countries.

8. Number and titles of lots

The contract is divided into lots:

No, 1 lot only.

9. Maximum budget

EUR 510,000.00

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 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.

CONDITIONS OF PARTICIPATION

11. Eligibility

Participation is open to all legal persons participating either individually or in a grouping (consortium) of candidates 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 also item 29 below). Participation is also open to international organisations. The participation of natural persons is 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 (ie, 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 SEECEL has been obtained (see 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 Practical Guide to contract procedures for EC external actions.

16. Sub-contracting

Subcontracting is allowed.

17. Number of candidates to be short-listed

On the basis of the applications received, between 4-8 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

December 2013

19. Provisional commencement date of the contract

February 2014

20. Initial period of implementation of tasks

28 months from commencement date of the contract.

SELECTION AND AWARD CRITERIA

21. Selection criteria

Same criteria for legal and natural person

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.

Criteria for legal and natural persons:

- the average annual turnover of the candidate for the last three (3) years must have been equal to or exceeding EUR 510,000.00 (2010 is considered to be 2 years before last year, 2011 is considered to be a year before last and 2012 is considered to be last year),
- the current assets of the candidate at the end of the years 2010, 2011 and 2012 were larger than the current liabilities.

2) Professional capacity of candidate (based on items 4 and 5 of the application form)

Criteria for legal and natural persons:

- at least 5 staff currently work for the applicant in fields related to this contract: issuing flight tickets, organizing transfers in SEE or EU member states (taxi, bus, train or other means of transportation) and car renting.

3) Technical capacity of candidate (based on items 5 and 6 of the application form)

Criteria for legal and natural persons:

- the candidate has completed successfully at least one (1) contract covering the fields of issuing flight tickets, organizing transfers in SEE or EU member states (taxi, bus, train or other means of transportation) and car renting. These fields can be covered by one single contract or each field can be covered by separate contracts. The contract(s) must have been implemented within three (3) years before the deadline for receipt of applications, as indicated in point 23 of this contract notice;
- The budget of completed contracts should be equal to or exceed the amount of EUR 510,000.00. If the contract was completed through the consortium, the amount of own contribution to the contract should be at least of minimum requested budget (i.e. EUR 510,000.00).

Previous experience which would have lead 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 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 total number of projects managed by the candidate according to criterion 3;
- in case of competition between 2 or more candidates having the same number of eligible projects, the candidates will be ranked in descending order according to the total amount of their own contribution to the eligible projects.

22. Award criteria

Best value for money.

APPLICATION

23. Deadline for receipt of applications

17:00 Zagreb local time, on 09 December 2013

Any application received 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?group=B>

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 SEECEL in a sealed envelope:

- EITHER by recorded delivery (official postal service) to :
South East European Centre for Entrepreneurial Learning (SEECEL),
Selska cesta 217/IV, HR-10000 Zagreb
- OR hand delivered (including courier services) directly to the SEECEL in return for a signed and dated receipt to:
South East European Centre for Entrepreneurial Learning (SEECEL),
Selska cesta 217/IV, HR-10000 Zagreb

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 SEECEL.

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

08 October 2013

29. Legal basis

EC Council Regulation No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA); Grant Contract 2013/316-501

30. Additional information

Not applicable.