**SERVICE CONTRACT NOTICE**

**Expert Services Consultant for the Project "Water Contingency Management in the Sava River Basin“**

 **Bosnia and Herzegovina**

**1. Reference**

P 002

**2. Procedure**

 Single tender

**3. Programme title**

Project: Water Contigency Management in the Sava River Basin within the Danube Transnational Programme - DTP3-315-2.4.

**4. Financing**

Budget line from the EU Funds (European Regional Development Fund, Instrument for Pre-Accession Assistance and from European Neighbourhood Instrument) under Danube Transnational Programme.

**5. Contracting authority**

 Association for Risk Management AZUR, from Bosnia and Herzegovina

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

 **For the need of implementation of the project WACOM expert services would be provided as follows:**

* Support to official authorities (Slovenia, B&H, Serbia, Croatia) in the preparation of five table-top exercises (floods and accidental pollution);
* Preparation and implementation of five simulation of table-top exercises (floods and accidental pollution);
* Coordination between different partners (Project partners, Associated partners and institutions responsible for dealing with emergencies) in preparation for the development of scenarios for different simulation the table-top exercises;
* Support in cross-border cooperation, coordination and communication between different partners who will participate in the organization and implementation of a simulation of the table-top exercises;
* Support in the development, as well as the preparation of certain parts of the documentation required for the implementation of a simulation of the table-top exercises;
* Moderation during the implementation of a simulation of the table-top exercises.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

**20.000,00** EUR

**CONDITIONS OF PARTICIPATION**

**10. Legal basis, eligibility and rules of origin**

**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. 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.**

**Participation is also open to international organisations.**

**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**

15 January, 2022.

**15. Implementation period of the tasks**

6 months, after the Contract award.

**SELECTION AND AWARD CRITERIA**

**16. Selection criteria**

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links it has with them. If the economic operator relies on other entities, 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 and notably that of nationality as the economic operator relying on them 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 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 tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

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.

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

The selection criteria for each tenderer are as follows:

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 legal person must have the following conditions:

- Economically will not be dependent on the contracting authority in the event that the contract is awarded to it;

-The tenderer has sufficient financial stability to handle the proposed 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 legal person/Expert must have the following conditions:

* The Service Provider who is the subject of this tender, must have a legal entity registered in the Court register (proof: original or certified copy of the document entry into the court register or valid equivalent)
* Preferably 10 years of proven working experience relevant to the selected thematic area, after receiving the MA title (cooperation and coordination in civil protection field and proven theoretical and practical knowledge of the Civil Protection System, strategic management in Civil Protection, EU projects, strategic planning, Crisis and Disaster Management and Security Management, International and National Security and Critical Infrastructure Protection and Resilience) (proof: CV, original or copy of the employment contract or similar document proving work/professional experience).
* At least 5 years of working experience in management, supervision or design of assistance programmes and/or projects;
* Previous experience in project proposal assessment(s) of EU funded programmes and projects or other donors in the Western Balkan countries and related calls for proposals will be considered an advantage.

**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 tenderer has worked successfully on at least two projects in fields related to this contract in the past three years (proof: original or certificated copy of the documentation project)

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.

**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.

**22. Operational language**

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

**23. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in EUR or BAM, shall be made in accordance with the InforEuro exchange rate of December 2021, of the applicable InforEuro exchange rate, which can either correspond to the month and year of the publication of the present contract notice or the month and year corresponding to the deadline for submitting applications, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

 The Contract authority working time is: work days (from Monday to Friday): 08:00 AM - 3:00 PM.

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