**SERVICE CONTRACT NOTICE**

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

**Bosnia and Herzegovina**

**1. Reference**

P 003

**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**

* Coordination in Report Drafting for the conducted simulation exercises in Slavonski Brod and Brčko, as well as participating in the drafting of relevant reports- 4 Reports
* Support and participation in the organization and implementation of National workshops in Slovenia, Croatia, Bosnia and Herzegovina, and Serbia, as well as the active presentation at relevant workshops of the results of the WACOM project so far with a focus on the results of simulation exercises in Brežice, Slavonski Brod and Brčko - 4 Workshops
* Participation in the drafting of the two Strategies (Strategy for emergency response in the Sava River Basin)- 2 Strategies
* Support and participation in the organization and implementation of National workshops in Slovenia, Croatia, Bosnia and Herzegovina, and Serbia, as well as active presentation at relevant workshops related to the results of the development of two strategies (Strategies for emergency response in the Sava river basin) - 4 workshops
* Support and participation in the organization and implementation of Regional workshops between Slovenia, Croatia, Bosnia and Herzegovina, and Serbia, as well as active presentation at relevant workshops related to the results of the development of two strategies (Strategies for emergency response in the Sava river basin) - 3 workshops
* Participation in the creation of the output of all workshops - quantity according to the need and coordination of the project manager
* Support and participation in the organization and implementation of the Final Conference in the WACOM project and the active presentation at the conference of the project overall results – 1 Conference
* Participation in the preparation of the final report of the WACOM project - one report with attachments
* Preparation of various promotional materials for the needs of media
* Support to other project partners as needed

**8. Number and titles of lots**

One lot only.

**9. Maximum budget**

**19.800,00** EUR

**CONDITIONS OF PARTICIPATION**

**10. Eligibility**

Participation is open to all natural persons who are nationals of and legal persons 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) No 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 22 below). Participation is also open to international organisations. All supplies under this contract must originate in one or more of these countries. However, they may originate from any country when the amount of the supplies to be purchased is below EUR 100 000 per purchase.

**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**

August 10, 2022

**15. Implementation period of the tasks**

5 months, after the Contract award.

**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 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; and

-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 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)

Previous experience which would have led to breach of contract and termination by a contracting authority shall not be used as reference.

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 single 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 or local languages.

**23. Legal basis**

Regulation(EU) No 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 of the European Union (Contract number No: 2018/402-912).

The Programme is funded by European Union Funded.

**24. Additional information**

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

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