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**TG-Lomé: EDF — project management unit (PMU) for the 'support
for civil society and national reconciliation' project in Togo**

2011/S 85-138362

Location: ACP countries — Togo

Service procurement notice

Common procurement vocabulary (CPV)

Main object:

71356200 Technical assistance services

1. **Publication reference:**

EuropeAid/131147/D/SER/TG.

Internet address(es)

General address of the contracting authority: Minister of the President of the Republic, responsible for planning, development and regional policy, EDF National Authorising Officer, contact point: Mr Nouame Kossi Théodore, Lomé, TOGO. Tel. +228 2353630. E-mail: cocaon@cafe.tg

2. **Procedure:**

Restricted.

3. **Programme:**

9th or 10th EDF

4. **Financing:**

Financing agreement.

5. **Contracting authority:**

Togolese Republic, Lomé, TOGO.

6. **Nature of contract:**

Fee-based.

7. **Contract description:**

A project management unit (PMU) based in Lomé will be set up under the 'project to support civil society and national reconciliation' in Togo.

The aim of the project is to strengthen civil society organisations so that they can become actively involved in defining and implementing national policies of development, democratisation and national reconciliation, as part of an efficient partnership between the state and civil society.

There are 4 strategic lines in achieving this objective:

- 1) institutional framework improvement;
- 2) strengthening of the capacities and professionalisation of the parties involved;
- 3) concertation;
- 4) support for the national reconciliation process. In addition, there will also be cross-sectoral information and communication activities.

The PMU's role will be to assist the contracting authority with all the project implementation stages. The expected duration is 48 months in all.

The team envisaged for this will comprise an international expert who will be the head of assignment and manager.

National expertise is also envisaged in the fields of:

- 1) administration/finance (accounting);
- 2) civil society;
- 3) monitoring-assessment and communication;

and will be recruited locally. Short-term expertise is envisaged.

8. **Numbers and titles of lots:**

The contract is divided into lots: no, 1 lot only.

9. **Budget:**

Maximum budget: 947 000 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.

Conditions of participation

11. **Eligibility:**

Participation in tendering is open on equal terms to natural and legal persons participating either individually or in a grouping (consortium) of tenderers which are established in 1 of the Member States of the European Union, ACP States or in a country or territory authorised by the ACP-EC Partnership Agreement under which the contract is financed (see also heading 29 below). Participation is also open to international organisations.

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 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 1 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 1 application, all applications in which that person has participated will be excluded.

14. **Shortlist alliances prohibited:**

Any tenders received from tenderers having a different composition than the ones on the application forms will be excluded from this restricted tender procedure, unless prior approval from the contracting authority has been obtained — see PRAG 2.4.3. Shortlisted 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 described in section 2.3.3 of the Practical Guide to contract procedures for EU external actions.

16. **Subcontracting:**

Subcontracting is not allowed.

17. **Number of candidates to be shortlisted:**

On the basis of the applications received, at least 4 and at most 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:**

1.7.2011.

19. **Provisional commencement date of the contract:**

7.11.2011.

20. **Initial period of implementation of tasks:**

Duration in months: 48 (from the award 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:

in case of applicant being a public body equivalent information should be provided:

1. the candidate's average annual turnover for the past 3 years must be at least 1 000 000 EUR;
2. cash and cash equivalents at the beginning and end of the financial year must be positive.

2) Professional capacity of candidate:

1. the candidate must have a professional certificate relevant to this contract;
2. at least 3 people must currently be working for the candidate in fields related to this contract;
3. at least 10 % of those employees working this year for the candidate in fields relevant to this contract must be on permanent contracts.

3) Technical capacity of candidate:

1. the candidate must have achieved good results during the past 3 years on at least 1 project/programme with a minimum budget of 1 000 000 EUR (percentage actually performed by the candidate) and in fields requiring skills relevant to this 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. Some examples of when it may not be considered appropriate by the contracting authority are: when tenderers rely in majority on the capacities of other entities or when they rely on key criteria. If the candidate 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 performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

These bodies, e.g. the economic operator's parent company, must observe the same eligibility rules, notably regarding nationality, as the economic operator. Furthermore, the data for these third entities for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be furnished when requested by the contracting authority.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be re-examined to identify the 8 best applications for the tender procedure. The only factors which will be taken into consideration during this re-examination are: candidates

who submit the most references in fields requiring skills relevant to this contract in the subregion (sub-Saharan Africa).

22. **Award criteria:**
Best value for money.

Application

23. **Deadline for receipt of applications:**
6.6.2011 (17:00), local time.
Any application received after this deadline will not be considered.
24. **Applications 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 at the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/services/index_fr.htm
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 exclusively to the contracting authority in French:
— either by recorded delivery (official postal service) to:
Ministry for Planning, Development and Regional Policy, CASEF Building, fourth floor, Office 424 (Secretariat), 943 Lomé, TOGO. Tel. +228 2353630,
— or hand delivered (including courier services) directly to the contracting authority in return for a signed and dated receipt to: for the attention of: Mr Théodore Nouame Ayéfounin, at the EDF National Authorising Officer Support Unit. Tel. +228 2353630.
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 application by written notification prior to the deadline for submission of applications. No applications 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 communication for this tender procedure and contract must be in French.
28. **Date of publication of contract forecast notice:**
18.3.2011.
29. **Legal basis:**
9th or 10th EDF: ACP-EC Partnership Agreement signed in Cotonou on 23.6.2000, as amended.
30. **Additional information**
31. **Date of dispatch of this notice:**
20.4.2011.