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SL-Freetown: EDF — technical assistance to the agriculture for development project

2011/S 83-135537

Location: ACP countries — Sierra Leone

Service procurement notice

Common procurement vocabulary (CPV):

03000000 Agricultural, farming, fishing, forestry and related products

1. **Publication reference:**

EuropeAid/130877/D/SER/SL.

Internet address(es):

General address of the contracting authority: nao@nao-office.sl amy-myers@nao-office.sl

2. **Procedure:**

Restricted.

3. **Programme:**

9th or 10th EDF.

4. **Financing:**

Financing agreement.

5. **Contracting authority:**

NAO Sierra Leone, Freetown, SIERRA LEONE.

6. **Nature of contract:**

Fee-based.

7. **Contract description:**

This contract concerns the recruitment of the technical assistance team comprising the following key experts:

(i) team leader, 4 years;

(ii) planning evaluation monitoring & statistics expert, 25 months;

(iii) agricultural commodity legislation expert, 12 months;

(iv) procurement, finance and accounting officer, 2 years;

and a pool of key experts of which an expert in development of commodity associations, and a consultant experienced in improvement of port facilities and container handling for 3 crop produce.

The project aims at supporting the value chain of coffee, cocoa and cashew through:

i) development of efficient and effective value chains for targeted crops, with specific focus on increased quality production, processing, marketing and trading;

ii) strengthening of district councils and district agriculture offices to effectively plan, design, implement, monitor and evaluate agriculture, food security and natural resources management programmes;

iii) enhancement of the organisation of civil society and the private sector as effective and economically viable actors of the targeted value chains;

iv) strengthening of selected training and research institutions to effectively support the development of the targeted value chains;

v) implementing of effective and efficient management systems, policies and legislation established as an enabling environment for the development of the value chains.

Moreover Freetown at the Ministry of Agriculture, the project is localised in the eastern province: Kenema, Kailahun and Kono districts, for its cocoa and coffee aspects, and in the northern province: Kambia, Port Loko and Bombali districts, for the cashew.

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

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

9. **Budget:**

Maximum budget: 2 700 000 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 one of the Member States of the European Union, ACP States or in any 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 which has been 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 listed 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.

18. **Provisional date of invitation to tender:**

15.6.2011.

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

1.10.2011.

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

Duration in months: 48.

21. **Selection criteria:**

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

1. the average annual turnover of the candidate must exceed the annualised maximum budget of the contract (i.e., the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceeds 1 year);
2. the averages of cash and cash equivalents at the beginning and end of year are positive.

2) Professional capacity of candidate:

1. the candidate has at least 1 staff member permanently working in the headquarters with extensive experience in agriculture development (min. 10 years) who will be responsible for follow-up and backstopping;
2. the candidate has at least 1 staff member permanently working in the headquarters with extensive experience in organising and follow-up of large grants with NSA (min. 5 years) who will be responsible for follow-up and backstopping.

3) Technical capacity of candidate:

1. the candidate has successfully implemented at least 2 projects in agricultural development with an equivalent budget during the last 5 years;
2. the candidate has successfully implemented at least 1 project with grants to NSA totalling more than 1 000 000 EUR during the last 5 years;
3. the candidate has successfully implemented at least 1 project strengthening tree crop development during the last 5 years.

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 the 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. 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. 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 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: the highest values of the scores obtained in number equivalent:

- for professional capacity of candidate: the total number of permanent staff available (for the 2 expertises),
- for technical capacity of candidate: the total number of projects satisfying 1 of the 3 criteria.

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

Application

23. **Deadline for receipt of applications:**
27.5.2011 (10:00), Central European Time.
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 at the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/services/index_en.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 the following language — English:
— either by recorded delivery (official postal service) to:
NAO-Office, Siaka Stevens Street, 43, 6th floor, Freetown, SIERRA LEONE,
— or hand-delivered (including courier services) directly to the contracting authority in return for a signed and dated receipt to:
For the attention of: Ms Amy Myers. Tel. +232 76624594.
Opening hours: 9:00–17:00.
As in abovementioned address.
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 applications 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 communications for this tender procedure and contract must be in English.
28. **Date of publication of contract forecast notice:**
29.12.2010.
Notice number in OJ: [2010/S 252-386907](#).
29. **Legal basis:**
ACP–EC Partnership Agreement signed at Cotonou on 23.6.2000 as amended.
30. **Additional information**
31. **Date of dispatch of this notice:**
15.4.2011.