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**AO-Luanda: EDF — development of institutional capacities in the framework
of modernising the civil service with regard to planning in Angola**

2011/S 44-071225

Location: ACP countries — Angola

Service procurement notice

1. **Publication reference:**
EuropeAid/129960/D/SER/AO 2nd issue.
2. **Procedure:**
Restricted.
3. **Programme:**
9th or 10th EDF.
4. **Financing:**
Financing agreement.
5. **Contracting authority:**
National Authorising Officer in Angola, Luanda, ANGOLA.
6. **Nature of contract:**
Fee-based.
7. **Contract description:**
The objective of the project is to help improve governance and economic and institutional reforms, and strengthen management capacities, with the aim of reducing poverty, in the context of sustainable development and in compliance with the Millennium Development Goals (MDGs). Support is to be provided for institutional reforms in the planning sector, in the framework of modernising and decentralising public administration. It is planned to build up the capacities of the EDF National Authorising Officer support departments (UTA-ACP/EC — ACP/EC Administrative Technical Unit), for performance of their duties to support general cooperation and duties relating to the various phases of project cycle management. The following activities have been identified:
1) support for the UTA's activities involving planning, implementation, management, control, assessment and completion of national and regional projects (PALOP) which Angola is involved in;
2) support for the organisation of information and documentation systems;
3) support for strengthening the role of the UTA and its activities with regard to horizontal issues (CSP, JAR, MTR, ETR, governance programme); and
4) travel to sites to carry out control, supervision and assessment assignments.
The resources to be mobilised are as follows:
1) 3 long-term technical assistants to support project cycle management:
a) 48 months of support to the administration and finance department;
b) 48 months of support to the planning, follow-up and assessment department;
c) 48 months of support for management and coordination of PALOP projects, execution of monitoring/control assignments under EDF projects and coordination of this project;
2) training on the premises and elsewhere in transversal and specialised fields (specialised short-term assignments); and

3) support with the operation and provision of equipment and software (via successive programme estimates).

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

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

9. **Budget:**

Maximum budget: 4 485 000 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 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.

Provisional timetable

18. **Provisional date of invitation to tender:**
31.5.2011.
19. **Provisional commencement date of the contract:**
30.10.2011.
20. **Initial period of implementation of tasks:**
Duration in months: 48.

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 2 financial years and the current financial year must be at least 1 500 000 EUR. Where consortia are involved, this item applies to the consortium as a whole;
 2. cash flow at the beginning and end of the financial year must have been positive during the past 2 financial years and during the current financial year.
 - 2) Professional capacity of candidate:
 1. at least 10 staff members currently work for the applicant in fields related to this contract;
 2. at least 20 % of all staff currently working for the candidate in fields related to this contract are permanent.
 - 3) Technical capacity of candidate:
 1. in the past 3 years (1.1.2007–31.12.2010), the candidate has worked on at least 1 project similar to the project under this invitation to tender and in the same field;
 2. if these contracts were financed by the European Union, then the candidate must also state the contract number and the European Commission department for which the service was performed.
- 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 tenderer relies in majority on the capacities of other entities or when he relies 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 additional criterion to limit the shortlist to a maximum of 8 will take into account the largest number of projects financed by the EDF in the past 5 years (2005–2010). These projects must have been in progress for more than 18 months on the date of publication of this notice, or already completed.

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

Application

23. **Deadline for receipt of applications:**
8.4.2011 (11:00), 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_pt.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 — Portuguese: — either by recorded delivery (official postal service) to:
Administrative Technical Unit for ACP-EC Cooperation, Av. Comandante Valódia, n.º 7, R/C, Luanda, ANGOLA, — or hand delivered (including courier services) directly to the contracting authority in return for a signed and dated receipt to:
for the attention of: Administrative Technical Unit for ACP-EC Cooperation, Av. Comandante Valódia, n.º 7, R/C, Luanda, REPUBLIC OF ANGOLA. Tel. +244 222446039.
Opening hours: 8:00-15:00.
As in above-mentioned 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 Portuguese.
28. **Date of publication of contract forecast notice:**
17.4.2010.
Notice number in OJ: [2010/S 75-111052](#).
29. **Legal basis:**
ACP-EC Partnership Agreement signed in Cotonou on 23.6.2000, as amended.
30. **Additional information:**
Companies that participated in the implementation, under a framework contract, of the project 'Study to identify and formulate the project — Development of institutional capacities in the framework of modernising the civil service in the fields of planning and justice under the 10th EDF' may express their interest in participating in this invitation to tender provided that the consultants used for that stage are not part of the tender submitted for this invitation to tender.

31. **Date of dispatch of this notice:**
22.2.2011.