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AO-Luanda: EDF — programme to support non-state actors (PAANE II)

2011/S 99-160971

Location: ACP countries — Angola

Service procurement notice

Common procurement vocabulary (CPV):

Main object:

98130000 Miscellaneous membership organisations services

1. **Publication reference:**
EuropeAid/131070/D/SER/AO.
2. **Procedure:**
Restricted.
3. **Programme:**
9th or 10th EDF.
4. **Financing:**
Financing agreement.
5. **Contracting authority:**
National Authorising Officer, Luanda, REPUBLIC OF ANGOLA.
6. **Nature of contract:**
Fee-based.
7. **Contract description:**
Technical assistance will provide services to support the technical and financial area. The PAANE will be administered by a project management unit (PMU). The PMU will receive, among others, the following functions: prepare the documents of orientations with guidelines and selection criteria; disseminate information about the programme; prepare and administrate the closure of programme estimates and the remaining annual budgets of the programme; prepare and administrate contracts; supervise; coordinate the different activities with other relevant actors in the sector.
The technical assistance should provide the following human resources:
— a coordinator responsible for dynamisation, management and coordination of the project,
— an administrator (accountant for programme estimates),
— an expert in support to non-state actors; training, among others,
— an intermittent expert in design and update of websites.
8. **Numbers and titles of lots:**
The contract is divided into lots: No, 1 lot only.
9. **Budget:**
Maximum budget: 1 050 000 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 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:**

30.6.2011.

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

1.1.2012.

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

Duration in months: 24.

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 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;
2. the averages of cash and cash equivalents at the beginning and end of year are positive.

2) Professional capacity of candidate:

1. at least 5 long-term employees currently work in areas related to this contract; experience in support to non-state actors, capacity-building programmes, fund management for local initiatives, EDF procedures (contracting and management of programme estimates). Management and follow-up of local development projects implemented by non-state actors; information/communication; dynamisation of concertation spaces; studies/researches and management of multidisciplinary teams of technical assistance;
2. at least 20 % of the total of employees working for the candidate, this year, in areas related to this contract are part of the permanent staff.

3) Technical capacity of candidate:

1. the candidate has worked successfully on at least 2 projects with a budget of at least that of this contract in support to non-state actors which were implemented at any moment during the following period: 2005–2011;
2. in case these contracts were done with financing from the European Commission, the candidate should indicate the number of contracts and the department of the European Commission for whom the service was done.

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:

- number, quality and pertinence of projects listed in point 3.1,
- experience in southern Africa,
- experience in lusophone/PALOP countries.

22. **Award criteria:**

Best value for money.

Application

23. **Deadline for receipt of applications:**

30.6.2011 (15:00), local 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:

UTA/ACP-UE, Avenida Comandante Valódia No 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: Dr. Carlos Eloy, Dr. José Fortes. Tel. +244 222443501 / 222444778.

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:**

1.3.2011.

Notice number in OJ: 2011/S 41-065851.

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:**

12.5.2011.