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**CV-Praia: EDF — technical assistance for the Office of the EDF
National Authorising Officer in the Republic of Cape Verde**

2011/S 91-147344

Location: ACP countries — Cape Verde

Service procurement notice

Common procurement vocabulary (CPV):

Main object:

75211200 Foreign economic-aid-related services

1. **Publication reference:**
EuropeAid/130876/D/SER/CV.
Internet address(es):
General address of the contracting authority:
luis.silva@govcv.gov.cv
Office of the EDF National Authorising Officer, 'Palácio das Comunidades' — Ministry of Foreign Affairs, PO Box 192-A. Tel. +238 2607956. Fax +238 2611876. Achada Santo António, Praia, CAPE VERDE.
2. **Procedure:**
Restricted.
3. **Programme:**
9th or 10th EDF.
4. **Financing:**
Financing agreement.
5. **Contracting authority:**
Office of the EDF National Authorising Officer in the Republic of Cape Verde, Praia, CAPE VERDE.
6. **Nature of contract:**
Fee-based.
7. **Contract description:**
The aim of this contract is to provide technical assistance to the Office of the EDF National Authorising Officer, in order to strengthen its capacities to help perform the tasks of the National Authorising Officer better. This technical assistance is planned to last 20 months, and may be extended for the same duration and value. The technical assistance staff will work at the Office of the National Authorising Officer and will consist of a long-term technical assistant who specialises in the fields of European Union budget assistance management, poverty reduction and EDF procedures. Under the management of the coordinator of the Office of the National Authorising Officer, the technical assistant will perform the following tasks in particular:
— programming, information, implementation, monitoring and assessment of programmes and projects financed by the European Union, whether or not within the framework of National and Regional Indicative Programmes and, in particular:
(a) planning, monitoring and general running of cooperation activities;
(b) intersectoral coordination of national and regional programmes and projects;
(c) support for the institution in drawing up documentation and complying with the conditions for disbursement;

- (d) administrative and financial management of programmes and projects (issuing invitations to tender, payment requests, etc.);
- (e) preparing a new strategy document and the National Indicative Programme for the next cycle of the cooperation programming;
- (f) training of staff at the Office of the National Authorising Officer;
- (g) occasional adjustments for the National Authorising Officer in the tasks to be performed may be necessary.

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

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

9. **Budget:**

Maximum budget: 320 000 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:**

26.6.2011.

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

20.8.2011.

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

Duration in months: 20.

Selection and award criteria

21. **Selection criteria:**

Same criteria for legal and natural person.

The following selection criteria will apply 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 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 contract duration in years, where this exceeds 1 year;

2. the candidate's averages of cash and cash equivalents at the beginning and end of year are positive.

2) Professional capacity of candidate:

1. during the past 3 years at least 1 of the candidate's permanent staff has carried out on-site, as a main expert, 1 project to support an EDF National Authorising Officer;

2. at least 2 staff currently work for the applicant in fields related to this contract;

3. at least 20 % of all staff working for the candidate this year in fields related to this contract are permanent.

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, and in a similar field, which were implemented at any moment during the following period: 11.6.2008–11.6.2011.

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 factor which will be taken into consideration during this re-examination is:

— the candidate's experience in the budget assistance field, stated as the number of contracts satisfactorily performed in the budget assistance field with a value at least equal to the one in this contract (320 000 EUR), during or following the reference period: 11.6.2008–11.6.2011.

22. **Award criteria:**

Best value for money.

Application

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

11.6.2011 (16:00), 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:

Office of the EDF National Authorising Officer, 'Palácio das Comunidades' — Ministry of Foreign Affairs, PO Box 192-A. Tel. +238 2607956. Fax +238 2611876. Achada Santo António, Praia, CAPE VERDE,

— or hand delivered (including courier services) directly to the contracting authority in return for a signed and dated receipt, to:

for the attention of: Luís Silva. Tel. +238 2607956. Fax +238 2611876.

Opening hours: 8:00-16:00.

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:**

29.12.2010.

Notice number in OJ: [2010/S 252-386902](#).

29. **Legal basis:**

ACP-EC Partnership Agreement signed in Cotonou on 23.6.2000, as amended.

30. **Additional information:**

Opening hours of the Office of the EDF National Authorising Officer: Monday to Friday from 8:00 to 16:00.

31. **Date of dispatch of this notice:**
29.4.2011.