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**UG-Kampala: EDF — technical assistance for capacity development support to the Uganda Road Fund (URF)
2011/S 113-185199**

Location: ACP countries — Uganda

Service procurement notice

Common procurement vocabulary (CPV):

Main object:

71356200 Technical assistance services

Additional object(s):

71311210 Highways consultancy services

1. **Publication reference:**
EuropeAid/131294/D/SER/UG.
2. **Procedure:**
Restricted.
3. **Programme:**
9th or 10th EDF.
4. **Financing:**
Financing agreement.
5. **Contracting authority:**
National Authorising Officer, Ministry of Finance, Planning and Economic Development, Kampala, UGANDA.
6. **Nature of contract:**
Fee-based.
7. **Contract description:**
The Uganda Road Fund (URF) was established by the Uganda Road Fund Act and it became operational in January 2010. It comprises the Road Fund Board and the Secretariat. Its mandate is to finance routine and periodic maintenance on public roads. The technical assistance programme to be provided under this contract will develop capacity and strengthen the URF in all aspects of its work in accordance with the URF Act. The support will include a long-term team comprising a finance and operations advisor and a project engineer (road maintenance). The inputs of the long-term team will be complemented by a series of specific short-term inputs provided on an 'on demand' basis and in a range of disciplines required by URF. The inputs will address specific needs in areas such as human resources, institutional development, planning, auditing, commercial management, IT, financial management systems as well as drafting of operational procedures and manuals. The development of these modules will involve URF staff who will be trained in their application. On the job mentoring/training and formal professional training courses will be included. The TA will report to the URF Executive Director.
8. **Numbers and titles of lots:**
The contract is divided into lots: No, 1 lot only.
9. **Budget:**
Maximum budget: 1 600 000 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:**

15.8.2011.

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

5.3.2012.

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 during the period stipulated in the application form must exceed: 1 000 000 EUR;
2. the average of cash and cash equivalents at the beginning and the end of each of the years stipulated in the application form are positive.

2) Professional capacity of candidate:

1. at least 10 staff currently work in permanent employment for the candidate in fields related to this contract;
2. at least 50 % 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 at least 2 ongoing (completed at least 30 % of original implementation time) or successfully completed projects with a total budget of at least 1 000 000 EUR each for the provision of technical assistance to road funds, roads authorities, or ministries of public works in the past 8 years;
2. the candidate has at least 15 years' experience (as lead in cases of consortia) in providing technical assistance to road funds, roads authorities, or ministries of public works in developing countries. The experience will be cumulatively calculated by taking into account the contract durations.

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 number of projects that meet selection criteria 3.1: 1 point for each project above the minimum requirement of 2 projects,
- the number of projects that the candidate has worked successfully (ongoing or completed) with a budget of at least 500 000 EUR in providing technical assistance to road funds in the last 8 years: 1 point for each project,
- the number of projects that meet selection criteria 3.1: 1 point for each project carried out in sub-Saharan Africa.

22. **Award criteria:**

Best value for money.

Application

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

15.7.2011 (16:00), 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:

National Authorising Officer of the EDF, Aid Liaison Department, Room No 4.2, Ministry of Finance, Planning & Economic Development, PO Box 8147, Kampala, UGANDA,

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

For the attention of: National Authorising Officer of the EDF, Aid Liaison Department, 4th Floor Room No 4.2, Ministry of Finance, Planning & Economic Development, Plot 2-12 Apollo Kaggwa Road, Kampala, UGANDA.
Tel. +256 414707182.

Opening hours: 8:00–17:00.

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:**

20.4.2011.

Notice number in OJ: [2011/S 77-125190](#).

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:**

31.5.2011.