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**NA-Windhoek: EDF — technical assistance for the management
and implementation of the parliamentary support programme
2011/S 120-197049**

Location: ACP countries — Namibia

Service procurement notice

1. **Publication reference:**
EuropeAid/130824/D/SER/NA.
2. **Procedure:**
Restricted.
3. **Programme:**
9th or 10th EDF.
4. **Financing:**
Financing agreement.
5. **Contracting authority:**
Republic of Namibia, Windhoek, NAMIBIA.
6. **Nature of contract:**
Fee-based.
7. **Contract description:**
This service contract consists of planning, implementing, advising and coordinating the parliamentary support programme with Parliament. The aim is to develop capacity within Parliament and its relevant standing committees to provide executive oversight and to interact with citizens on the implementation of the poverty reduction programmes. The programme will involve a wide range of activities which will be delivered through technical assistance, workshops, training courses, support to internships, exchange visits, outsourcing of research, production of publications and materials and support to a HIV/AIDS workplace programme. The support is organised around 3 results areas:
— result 1: strategic institutional capacity, structures and processes of relevant standing committees improved,
— result 2: domestic accountability enhanced,
— result 3: parliament secretariat strengthened.
The consultant to be engaged under this service contract is to perform the task of implementing agency for the parliamentary support programme.
For this purpose, the consultant shall provide a team of 2 long-term technical assistants (key experts) to work in a management and advisory role, overseeing the planning, implementation and coordination of all activities under the programme as well as providing overall strategic technical advice to Parliament on issues relating to the programme and parliamentary reform. Other inputs required for the delivery upon the activities of the programme should be procured and managed by the technical assistants drawing upon the incidental expenditure part of their budget.
8. **Numbers and titles of lots:**
The contract is divided into lots: No, 1 lot only.
9. **Budget:**

Maximum budget: 1 375 000 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:**

16.9.2011.

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

1.2.2012.

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

Duration in months: 36.

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 500 000 EUR; and
2. the averages of cash and cash equivalents at the beginning and end of year are positive.

2) Professional capacity of candidate:

1. has a professional certificate appropriate to this contract, such as public administration or equivalent;
2. at least 3 staff currently work in permanent employment for the candidate in fields related to this contract; and
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 similar to that of this contract in an equal or related field;
2. the candidate has worked during the past 5 years as manager or consortium leader in a field equal or related to this contract.

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:

1. the number of projects that meet selection criterion 21.3: 1 point for each additional project above the minimum requirement of 2 projects;
2. the number of years that make up the experience under selection criterion 21.3: 1 point for each additional year;
3. the number of years that make up the experience under selection criterion 21.3: 2 points for each year worked in the southern African context.

22. **Award criteria:**

Best value for money.

Application

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

1.8.2011 (17:00), 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 Planning Commission, The National Authorising Officer EDF, Luther Street, Government Office Park, Windhoek, NAMIBIA,

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

For the attention of: Mrs Susan Lewis. Tel. +264 612834080.

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:**

25.1.2011.

Notice number in OJ: [2011/S 16-023399](#).

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:**

13.6.2011.