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**EG-Cairo: ENPI — technical assistance for building the capacities of the training sector of the Central Agency for Organisation and Administration
2011/S 126-208015**

Location: Mediterranean partners, European neighbourhood — Egypt

Service procurement notice

Common procurement vocabulary (CPV):

Main object:

75100000 Administration services

1. **Publication reference:**
EuropeAid/131338/D/SER/EG.
Internet address(es):
General address of the contracting authority: <http://www.ee-aa.org.eg>
2. **Procedure:**
Restricted.
3. **Programme:**
ENPI.
4. **Financing:**
Financing agreement.
5. **Contracting authority:**
The Programme Administration Office for the Support to the Association Agreement Programme (PAO-SAAP), on behalf of the Egyptian Ministry of International Cooperation, Cairo, EGYPT.
6. **Nature of contract:**
Fee-based.
7. **Contract description:**
The technical assistance project aims at upgrading the capacities of the training sector of the Central Agency for Organisation and Administration (CAOA), which is the major governmental body in charge of overall planning and management of training programmes for the Egyptian public institutions. With the firm belief that the upgrade of the quality of civil service in Egypt depends mainly on the efficiency of CAO A and on the quality of the training plans set by this organisation, the project is expected to have a deep impact on the overall performance and delivery of public services in Egypt. The required technical support will essentially focus on the improvement of the training needs assessment system, training programming and design, and training delivery performed by the Central Agency for Organisation and Administration and its corresponding centres.
8. **Numbers and titles of lots:**
The contract is divided into lots: No, 1 lot only.
9. **Budget:**
Maximum budget: 1 250 000 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 is open to all legal persons (participating either individually or in a grouping (consortium) of candidates) which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (see also item 29 below). Participation is also open to international organisations. The participation of natural persons is governed by the specific instruments applicable to the programme under which the contract is financed.

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 allowed.

Maximum percentage of the contract value which may be subcontracted: 20 %.

Activities which may be subcontracted:

- organisation of conferences,
- translation services,
- production and printing of visibility materials.

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:**
21.8.2011.
19. **Provisional commencement date of the contract:**
12.12.2011.
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 candidate shall amount at least to 1 250 000 EUR for the last 3 years (2008, 2009 and 2010).
 - 2) Professional capacity of candidate:
 1. the candidate shall have currently and on average during the last 3 years (2008, 2009 and 2010) at least 10 permanent staff working in the fields related to this contract.
 - 3) Technical capacity of candidate:
 1. the candidate has successfully implemented at least 1 technical assistance project with a value of at least 1 250 000 EUR in the public service training area during the last 3 years (2008, 2009 and 2010);
 2. the candidate has a minimum 3 year track record of successful capacity building and reform projects in the field of training for large organisations (preferably in the public sector).

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 candidate has operational experience in the region covering:
— development, design and delivery of training programmes for large organisations (preferably in the public sector),
— coaching, consulting and advising trainers,
— design of training evaluation systems.

The candidate (a firm or the leader of a consortium) shall be operational for the last 5 years.
22. **Award criteria:**
Best value for money.

Application

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

4.8.2011 (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:

The Programme Administration Office for the Support to the Association Agreement Programme, 9, Abdel Kader Hamza Street, Office 401 & 402, Garden City, 11461 Cairo, EGYPT,

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

For the attention of: Ambassador Gamal Bayoumi, PAO Director. Tel. +20 227923438.

Opening hours: 9:00–17:00.

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:**

27.4.2011.

Notice number in OJ: [2011/S 81-132329](#).

29. **Legal basis:**

EC Regulation No 1638/2006 of the EP and of the Council — OJ L 310/1 of 9.11.2006.

30. **Additional information:**

Please note that the awarding of the contract is subject to the condition of the prior adoption of a financing decision and the prior conclusion of a financing agreement, which do not modify the elements of the procurement procedure (this will be the case, for instance, if the budgetary envelope initially foreseen is different or if the time-frame, the nature or the condition of the implementation are altered).

If the precedent condition is not met, the contracting authority will either abandon the procurement or cancel the award procedure without the candidates or tenderers being entitled to claim any compensation.

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

23.6.2011.