

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:262721-2011:TEXT:EN:HTML>

**AO-Luanda: EDF — development of institutional capacities in the framework of modernising the civil service in Angola with regard to planning — technical assistance to support the National Secretariat of the SADC (SN SADC)
2011/S 160-262721**

Location: ACP countries — Angola

Service procurement notice

Common procurement vocabulary (CPV):

Main object:

98110000 Services furnished by business, professional and specialist organisations

1. **Publication reference:**
EuropeAid/131653/D/SER/AO.
2. **Procedure:**
Restricted.
3. **Programme:**
9th or 10th EDF.
4. **Financing:**
Financing agreement.
5. **Contracting authority:**
National Authorising Officer in the Republic of Angola, Luanda, ANGOLA.
6. **Nature of contract:**
Fee-based.
7. **Contract description:**
The technical assistance staff will provide services to support the National Secretariat of the SADC (SN SADC) in developing the technical capacities of the SN SADC staff, with a view to obtaining better methodological and technical results regarding Angola's participation in the SADC's regional integration process. The technical assistant will need to support the SN SADC in ensuring a sound basis for Angola's positions as regards regional economic integration policy preparation and implementation. He must also ensure capacity transfer to SN SADC national staff.
The technical assistance will include the following:
 - 1 main expert and team leader,
 - 1 national expert,
 - experts to perform short-term assignments,
 - organisation of training for SN SADC officials,
 - organisation of seminars and meetings,
 - purchase of technical equipment and documentation.
8. **Numbers and titles of lots:**
The contract is divided into lots:
no, 1 lot only.
9. **Budget:**

Maximum budget: 1 476 000 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:**

31.10.2011.

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

12.3.2012.

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

Duration in months: 48.

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 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;
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 members of the candidate's staff currently work in fields related to this contract: experience in institutional support, technical capacity building for national staff, regional integration policies, trade liberalisation, macroeconomics, international trade negotiations, EDF procedures, organisation of seminars, meetings and assistance with regional and national development projects;
2. 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 3 projects with a budget of at least that of this contract in institutional support, regional integration, trade liberalisation, macroeconomics and international trade negotiations during the following period: 2005-2010;
2. if these contracts were financed by the European Commission, the candidate will need to give both the contract number and the European Commission department for which the service was provided.

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 relevance of the projects listed in paragraph 3.1 of the selection criteria,
- experience in southern Africa and in SADC,
- experience in Portuguese-speaking countries.

22. **Award criteria:**

Best value for money.

Application

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

7.10.2011 (12:00), 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:

UTA/ACP-EU, Avenida Comandante Valódia n.º 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: Carlos Eloy, José Fortes. Tel. +244 222443501 / 222444778.

Opening hours: 8:00-15:30.

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 'Alteração' (alteration) or 'Retirada' (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:**

5.7.2011.

Notice number in OJ: [2011/S 126-208021](#).

29. **Legal basis:**

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

30. **Additional information:**

Tel. +244 222443501 / 222446039 / 222445770.

Fax +244 222449462 / 222444034.

E-mail: jafortes@hotmail.com / utaminplan@snet.co.ao

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:**

11.8.2011.

