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BJ-Cotonou: EDF — service contract to recruit experts in the field of public finance management in order to implement the action plan to improve public finance management 2011/S 185-301635

Location: ACP countries — Benin

Service procurement notice

Common procurement vocabulary (CPV):

Main object:

79421000 Project-management services other than for construction work

Additional object(s):

75130000 Supporting services for the government

79313000 Performance review services

72610000 Computer support services

80521000 Training programme services

1. **Publication reference:**

EuropeAid/129733/D/SER/BJ.

2. **Procedure:**

Restricted.

3. **Programme:**

9th or 10th EDF.

4. **Financing:**

Financing agreement.

5. **Contracting authority:**

Ministry of the Economy and Finance of Benin, EDF National Authorising Officer, PO Box 302, Cotonou, BENIN.

6. **Nature of contract:**

Fee-based.

7. **Contract description:**

Technical assistance, for an 18-month period, specialising in the field of public finance management system reforms and complex project management, in order to help the reform management unit implement both the 2009-2013 action plan to improve public finance management and, in particular, the joint project to support good governance in the public finance and statistics (PAC) fields.

Specific experts in the field of public finance management (financial management, internal and external inspections, budget implementation and preparation, accounts presentation, public procurement award procedures, internal auditing, HR management, integrated public finance management system, information and communication technologies and systems, etc.) will be called on to carry out short-term assignments to achieve the initiatives set out in the action plan.

Specific experts in the same fields will be called on to train the parties involved in the public finance management system. These experts must have experience in the training field.

The following results are expected: all reform initiatives will be achieved within the planned deadlines. The reforms will be of optimum quality. The financial resources of the joint support project will be used efficiently. The performance of the public finance management system will be monitored, evaluated and improved substantially.

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

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

9. **Budget:**

Maximum budget: 2 000 000 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 allowed.

Maximum percentage of the contract value which may be subcontracted: 30 %.

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:**
7.11.2011.
19. **Provisional commencement date of the contract:**
15.2.2012.
20. **Initial period of implementation of tasks:**
Duration in months: 18 (from the award of the contract).

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. an individual candidate (or the lead company in the case of a consortium) must provide proof that he has been in business for at least 3 years and the consortium members for at least 1 year;
 2. the candidate's average annual turnover (individual candidate or lead company in the case of a consortium) must exceed 1 000 000 EUR over the past 3 financial years for which accounts have been closed;
 3. the averages of cash and cash equivalents at the beginning and end of the financial year are positive for the past 3 financial years.
- 2) Professional capacity of candidate:
1. at least 5 people (staff and/or experts) are currently working for the candidate in the field of public finance management;
 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 must have successfully completed at least 2 projects with a budget at least equivalent to that of this contract in the field of reform of central government public finance management systems, which were implemented at any moment during the following period: 3 years prior to the final date for submission of applications.
- 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 these third entities 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 number of development cooperation projects with a budget equivalent to that of this contract in sub-Saharan Africa, in the field of reform of the central government public finance management system, in the past 3 years.

22. **Award criteria:**

Best value for money.

Application

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

31.10.2011 (10:00), 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_fr.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 French:

— either by recorded delivery (official postal service) to:

Ministry of the Economy and Finance of Benin, EDF National Authorising Officer, PO Box 302, Cotonou, BENIN,

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

for the attention of: Ministry of Economy and Finance of Benin, EDF National Authorising Officer. Tel. +229 21302313.

Opening hours: Monday to Friday, 8:00-12:30 and 15:00-18:30.

Ministry of the Economy and Finance of Benin, EDF National Authorising Officer, route de l'Aéroport (avenue Jean- Paul II), Cotonou, BENIN.

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 'Modification' (alteration) or 'Retrait' (withdrawal) as appropriate.

27. **Operational language:**

All written communications for this tender procedure and contract must be in French.

28. **Date of publication of contract forecast notice:**

5.3.2010.

Notice number in OJ: [2010/S 45-065337](#).

29. **Legal basis:**

9th or 10th EDF: ACP-EC Partnership Agreement signed in Cotonou on 23.6.2000, as amended.

30. **Additional information**
31. **Date of dispatch of this notice:**
14.9.2011.