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**GN-Conakry: EDF — technical assistance to support the departments
of the EDF National Authorising Officer in the Republic of Guinea
2011/S 185-301636**

Location: ACP countries — Guinea

Service procurement notice

Common procurement vocabulary (CPV):

Main object:

71356200 Technical assistance services

Additional object(s):

75100000 Administration services

72224000 Project management consultancy services

1. **Publication reference:**

EuropeAid/131914/D/SER/GN.

Internet address(es):

General address of the contracting authority: the Republic of Guinea, represented by the EDF National Authorising Officer of the Republic of Guinea, Conakry, GUINEA.

2. **Procedure:**

Restricted.

3. **Programme:**

9th or 10th EDF.

4. **Financing:**

Financing agreement.

5. **Contracting authority:**

Republic of Guinea, Conakry, GUINEA.

6. **Nature of contract:**

Fee-based.

7. **Contract description:**

The overall aim of this project is to contribute to maximising the effectiveness, efficiency and impact of European Union aid to increase its effects on reducing poverty and on sustainable economic and social development in the Republic of Guinea.

The project specifically aims to build up the capacities of the National Authorising Officer, of his departments and of other parties in Guinea regarding the implementation of EDF National Indicative Programmes, as well as to improve the quality and visibility of EDF actions in the country.

Main activities: studies, ad-hoc technical assistance, trips for study and training, organising conferences and discussion workshops etc.

The expected results of the project will be:

1. the capacities of the NAO and of his departments, as well as of the supervisors and project management units will be built up at the level of identification, formulation, execution, administrative, financial and technical monitoring;

2. the institutional system for facilitation, information and monitoring of the cooperation of the European Union between the NAO and his departments, the technical ministries and the delegation of the European Union will be operational. This system will also include coordination mechanisms with the other TFPs and other stakeholders in the process of development in the country (Parliament and Civil Society) relating to the PRSP;

3. the organisation of the work and monitoring of the results in the NAO's departments will be set up and the recommendations of the 2010 audit will be implemented;

4. the NAO will gradually take over the role of cooperation management by a process of effective adoption of all phases of planning, programming and monitoring of cooperation, and will ensure public awareness of Guinea-EU cooperation.

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

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

9. **Budget:**

Maximum budget: 1 500 000 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:**

27.11.2011.

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

7.4.2012.

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

Duration in months: 30 (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. the average annual turnover of the candidate must exceed 1 000 000 EUR in the past 3 years (2008, 2009, 2010);

2. cash and cash equivalents at the beginning and end of the financial year must be positive for the past 3 years (2008, 2009, 2010).

2) Professional capacity of candidate:

1. the candidate has had a permanent staff at headquarters of at least 7 persons in the past 3 years (2008, 2009, 2010);

2. at least 2 permanent staff of the headquarters have been working in fields related to this contract in the past 3 years (2008, 2009, 2010).

3) Technical capacity of candidate:

the candidate has successfully completed (satisfactory performance) or started, before the final date for delivery of applications, at least 2 long-term technical assistance contracts (1 year or more) in the fields related to this contract (building up the capacities of the National Authorising Officer) in the past 3 years (2008, 2009, 2010). Professional experience in sub-Saharan Africa will be considered an advantage.

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: candidates who have carried out the most long-term technical assistance contracts (1 year or more) in fields related to this contract (building up the capacities of the National Authorising Officer).

22. **Award criteria:**

Best value for money.

Application

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

28.10.2011 (16:30), 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:

Delegation of the European Union in the Republic of Guinea, Le Golfe building, Coléah, PO Box 730, Conakry, GUINEA,

— or hand-delivered (including courier service) to the contracting authority in return for a signed and dated receipt to the address mentioned above, for the attention of Michèle Beaujean, Head of the Finance and Contracts Division. Tel. +224 63404871 extension 408.

Opening hours: 8:00-17:30.

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:**

27.8.2011.

Notice number in OJ: [2011/S 164-269797](#).

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.