SERVICE CONTRACT NOTICE

Strengthening the veterinary service
Montenegro

1. Publication reference
EuropeAid/132641/C/SER/ME – Re-launch

2. Procedure
Restricted

3. Programme
IPA

4. Financing

5. Contracting Authority
European Union, represented by the European Commission on behalf of and for the account of the beneficiary country - Montenegro.

CONTRACT SPECIFICATION

6. Nature of contract
Fee-based

7. Contract description
The contract aims to achieve the strengthening of the veterinary service of Montenegro by the reform of the regulatory framework through harmonisation of its veterinary laws with EU legislation and by a parallel reform of the system and practices by which the legislation is implemented, bringing that process equally into line with procedures in MSs.

These twin objectives of the contract are to be achieved by a series of closely interlinked project outputs:

- The harmonisation, by a strategically designed and prioritised process, of the national legislation relating to animal health and welfare, the identification and registration of animals, control of the importation of animals and products of animal origin and control of the importation, manufacture, sale and use of veterinary medicinal products;

- The preparation and distribution to staff of procedures and manuals to give guidance on the
implementation of the newly introduced administrative and technical measures;

• The expansion of the animal identification and registration system to include other species and of the veterinary information system to augment its capacity for the handling of epidemiological data;

• The elaboration and delivery of a programme of staff training in order to provide competence in the implementation of harmonised measures;

• The design and implementation of a series of awareness activities aimed at improving compliance with the new measures by informing stakeholders at all levels about the nature of the changes, the benefits to them of the reforms and their responsibilities.

• The contract will, in addition to strengthening the veterinary service, help to bring Montenegro closer to compliance with the full acquis and to EU accession.

• It will be crucially important, during the 18 month implementation of the contract, to bear in mind the need for continuity of the work after the contract ends.

8. Number and titles of lots

No, one lot only.

9. Maximum budget

700 000 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 (ie, 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 one 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 one application, all applications in which that person has participated will be excluded.

14. Shortlist alliances prohibited

Any tenders received from tenderers comprising firms other than those mentioned in the short-listed 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.). Short-listed 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 EC external actions.

16. Sub-contracting

Subcontracting is allowed.

17. Number of candidates to be short-listed

On the basis of the applications received, between 4-8 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

27.06.2013

19. Provisional commencement date of the contract

01.11.2013

20. Initial period of implementation of tasks

Duration in months: 18

**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 public body equivalent information should be provided:

1. The average annual turnover of the candidate for the last 2 financial years (2011 and 2012) must be at least 500 000 EUR;

2. The level of liabilities of the candidate should not exceed its assets level.

2) Professional capacity of candidate:
The candidate must have at least 6 persons of permanent staff, currently working and on average, during the 3-year period as per the application form, working in fields related to this contract.

3) Technical capacity of candidate:
The candidate has completed during the last 3 years (ending on the deadline for submission of applications) at least 1 project in the following fields of specialisation:

a) Harmonisation of national legislation in the veterinary field with the 'acquis' including: assessment of the state of play, preparation of correspondence tables, developing legislative proposals (draft laws and regulations)

b) Introduction or upgrading of a livestock identification and registration system harmonised with aqui

c) Development of the inspection and administrative procedures, contingency plans and operations manuals in veterinary field

d) Enhancement of the capacity of veterinary services to ensure the effective implementation of the official controls and administrative tasks.

The fields described above can be covered by more than 1 project but all of the fields of specialization have to be covered by such projects with a minimum total cumulative value of services carried out by the candidate of at least 700 000 EUR.

All candidates shall mind the presentation of dates in each and every reference in Section 6 of the application form. Start dates for each and every reference must indicate at least the month and the year and end dates should indicate exact end date (day/month/year) of the project.

Previous experience which would have lead to breach of contract and termination by a Contracting Authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service 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. 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.

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 eight best applications for the tender procedure. The only factors which will be taken into consideration during this re-examination are:

- The highest number of services carried out by the candidate under projects compliant with the requirements of criterion 21.3.
- The higher cumulative value of services carried out by the candidate under projects compliant with the requirements of criterion 21.3.

**22. Award criteria**

Best value for money.

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**APPLICATION**

**23. Deadline for receipt of applications**

27.05.2013 (17:00), Central European 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 from the following Internet address: [http://ec.europa.eu/europeaid/work/procedures/implementation/services/index_en.htm](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 in English exclusively to the Contracting Authority in a sealed envelope:

- either by recorded delivery (official postal service) to: Delegation of the European Union to Montenegro, Contracts, Finance and Audits Section, Vuka Karadzica 12, 81 000 Podgorica, MONTENEGRO

or

- hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to: Delegation of the European Union to Montenegro, Contracts, Finance and Audits Section, Vuka Karadzica 12, 81 000 Podgorica, MONTENEGRO. TEL: +382 20444600.

The Contract title and the publication reference (see item 1 above) must be clearly marked also on the outer envelope of the international courier company, if applicable.

Opening hours: Monday to Thursday from 8:30 to 17:00; Friday from 8:30 to 14:30

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 application 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 prior information notice

06.03.2012 (OJ/S S 45)

29. Legal basis


30. Additional information

None.