

SERVICE CONTRACT NOTICE

HOME CARE SERVICE

1. **Publication reference:** 48-00-00203/2014-28-8/BL 5.10
2. **Procedure:** Competitive negotiated procedure
3. **Programme:** IPA I
4. **Financing:** Budget line
5. **Contracting Authority:** Municipality Čičevac, Karadjordjeva st. 106, Čičevac 37210, Republic of Serbia

CONTRACT SPECIFICATION

6. **Nature of contract:** Global price
7. **Contract description:** The subject of this Contract is procurement of home care service within the project "Home care service in Čičevac for those who need it most". Procurement is in line with the Grant Contract No. 48-00-00203/2014-28-8 signed on 05.06.2017 between the Government of the Republic of Serbia, Ministry of Finance, Department for Contracting and Financing of EU Funded Programmes and the Municipality Čičevac, which is the lead applicant, and the co-applicant CA "Evrokontakt" Kruševac for financing the project.
8. **Number and titles of lots:** One lot only.
9. **Maximum budget:** 66,000.00 EUR
10. **Scope for additional services:** N/A

CONDITIONS OF PARTICIPATION

11. **Eligibility:** Participation is open to all legal persons (participating either individually or in a grouping - consortium - of tenderers) 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 item 29 below). Participation is also open to international organisations. Participation of natural persons is directly 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 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 Practical Guide – 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 PRAG.

16. Sub-contracting: Subcontracting is allowed.

17. Number of candidates to be short-listed: N/A

PROVISIONAL TIMETABLE

18. Provisional date of invitation to tender: 09.11.2017.

19. Provisional commencement date of the contract: 01.12.2017.

20. Initial period of implementation of tasks: Just after signing the contract.

SELECTION AND AWARD CRITERIA

21. Selection criteria: 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 (based on item 3 of the application form). In case of candidate being a public body, equivalent information should be provided.

- the average annual turnover of the tenderer must exceed the maximum budget of the contract.

2) Professional capacity of candidate (based on items 4 and 5 of the application form)

- have a valid licence for the work in the field of social protection issued by the Ministry of labor, employment, veterans and disability protection of RS;
- have sufficient expertise to be able to handle the proposed contract;
- the candidate have to submit a reference list of completed projects in the field of social protection in the last three years;

- the candidate have to submit a copy of minimum one contract for the service home care for adults and/or the elderly in the last three years;

3) **Technical capacity of candidate** (based on items 5 and 6 of the application form). The reference period which will be taken into account will be the **last three years** from submission deadline.

- The candidate must have capacities to organize providing the service on the on the entire territory of the municipality Čičevac.

Previous experience which caused breach of contract and termination by a Contracting Authority shall not be used as reference.

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 a commitment 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 - notably that of nationality – and must fulfil the same relevant selection criteria as the economic operator. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

22. Award criteria: Best value for money.

APPLICATION

23. Deadline for receipt of applications: Deadline for submission of tender is 20.11.2017 as evidenced by the date of dispatch or the postmark. In the case of hand-deliveries, the deadline for receipt is 20.11.2017 at 15:00 local time, as evidenced by the signed and dated receipt. Any tender received by the Contracting Authority 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/prag/annexes.do?chapterTitleCode=B>

The application must be accompanied by a declaration of honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

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:

**Municipality of Čičevac (Project "Home care service in Čičevac for those who need it most"),
Karadjordjeva st. 106, Čičevac 37210**

OR hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

**Municipality of Čičevac (Project "Home care service in Čičevac for those who need it most"),
Karadjordjeva st. 106, Čičevac 37210**

In this case, the acknowledgment of receipt makes proof of compliance with the time-limit for receipt.

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.

By submitting an application candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the application.

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: N/A

29. Legal basis: Council Regulation (EC) No 1085/2006 of 17.7.2006 establishing an Instrument for Pre-accession Assistance (IPA).

30. Additional information: N/A

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