

SERVICE CONTRACT NOTICE

Contract Title: Capacity Building Within Member States of the Caribbean Forum for ACP States (CARIFORUM) in the Areas of Competition, Procurement and Customs and Trade Facilitation for the Implementation of the EPA

Location: Caribbean region — Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago

1. Publication reference

EuropeAid/134247/IH/SER/Multi (ex. EuropeAid/134247/C/SER/Multi)

2. Procedure

Restricted

3. Programme

10th EDF

4. Financing

Financing agreement- Ref No. RCA/FED/022-088: Support to the Forum of Caribbean States in the implementation of the commitments undertaken under the Economic Partnership Agreement (EPA).

5. Contracting Authority

The Caribbean Forum of the African Caribbean and Pacific Group of States - CARIFORUM

CONTRACT SPECIFICATION

6. Nature of contract

Fee-based

7. Contract description

The Economic Partnership Agreement (EPA) is an international agreement that governs trade and development between the Caribbean Forum for ACP States (CARIFORUM) and the European Union (EU). It is anticipated that the proposed consultancy will build capacity within CARIFORUM States by providing training in areas of competition, procurement and customs and trade facilitation. This will enhance the human, legal and institutional capacity to better allow these States to honour their commitments and attain the objectives of the EPA signed between CARIFORUM States and the EU and its Member States.

The training is expected to address implementation capacity deficits at both the national and regional levels and will be geared towards public servants, agencies with responsibility for the different relevant disciplines within CARIFORUM and nationals of **CARIFORUM States**.

8. Number and titles of lots

one lot only

9. Maximum budget

3 100 000 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 a Member State 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 item 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 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

15th May, 2014

19. Provisional commencement date of the contract

20. Initial period of implementation of tasks

30 Months

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.

Criteria for natural and legal persons:

1. the average annual turnover of the candidate must exceed the annualised maximum budget of the contract (i.e., the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceeds 1 year); and
2. The ratio of current assets on current liabilities is greater or equal to one at the end of the previous year.

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

Criteria for legal persons:

1. has professional certification in this contract, such as Institutional Capacity Development and training in areas of Competition, Public Procurement and Customs and Trade Facilitation; and
2. at least four staff currently work for the candidate in fields related to this contract.

Criteria for natural persons:

1. has professional certificate in this contract, such as Institutional Capacity Development and training in areas of Competition, Public Procurement and Customs and Trade Facilitation; and
2. is currently working or has worked during the past three years as Project manager/team leader with three collaborators in fields related to the contract.

3) Technical capacity of candidate (based on items 5 and 6 of the application form)

Criteria for natural and legal persons:

1. the candidate has provided services under at least **three** contracts each with a budget of at least that of this contract in Competition, Public Procurement and Customs and Trade Facilitation, which were implemented at any moment during the following period: 3 years from the submission deadline, i.e. 30 April, 2014;
2. experience in conducting training programmes is required, preferably in the CARIFORUM region; and
3. capacity to deliver training programmes in the languages of CARIFORUM States, i.e. English, Spanish, Dutch and French.

Previous experience which would have led 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 reexamined to identify the eight best candidates. The only factors which will be taken into consideration during this re-examination are:

- 1) the highest number of contracts/projects in criteria 3.1; and
- 2) the contracts/projects with the highest value in criteria 3.1

22. Award criteria

Best value for money.

APPLICATION

23. Deadline for receipt of applications

1600 hrs Guyana time on 30th April, 2014.

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/prag/annexes.do?group=B>

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 :

Carol Corbin
Programme Manager, Administrative Services
CARICOM Secretariat
Turkeyen, Greater Georgetown
Guyana

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

Carol Corbin
Programme Manager, Administrative Services
CARICOM Secretariat
Turkeyen, Greater Georgetown
Guyana
Telephone: 592-222-0104

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

27/3/2013

Notice number in OJ 2013/s 061-101273

29. Legal basis

ACP-EC Partnership Agreement signed at Cotonou on 23/06/2000 as amended

30. Additional information

The opening hours of the Contracting Authority is 0830 hrs to 1640 hrs Guyana time.