

## SERVICE CONTRACT NOTICE

### Support to the Peer Review Belgrade, Serbia

#### 1. Reference

18SER01/06/11-03-PR

#### 2. Procedure

Open

#### 3. Programme title

IPA II Annual Action Programme for the Republic of Serbia for the year 2018 - EU for Competitiveness through Innovation and Tourism Development

#### 4. Financing

Grant contract "Increased Innovation Capacity and technological readiness of SMEs", no. 48-00191/2019-28 under Financing agreement between EU and Republic of Serbia for IPA II 2018 Annual Programme

#### 5. Contracting authority

Innovation Fund of the Republic of Serbia

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## CONTRACT SPECIFICATION

#### 6. Nature of contract

Global price

#### 7. Contract description

Innovation Fund awards financial support through grant schemes to private sector development (start-ups, micro, small and medium enterprises) for innovation projects coming from all fields of science and technology and sector of the economy. Contractor shall provide support to the Innovation fund in first level evaluation (peer review) of the project applications under two Calls for proposals for Mini Grants, Matching Grants and Collaborative Grant Scheme by creating pool of Assessors (peer reviewers) with necessary technical expertise who are carrying out reviews (assessments of project applications) in timely fashion and of appropriate quality.

#### 8. Number and titles of lots

One lot only

#### 9. Maximum budget

EUR 322.000

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## CONDITIONS OF PARTICIPATION

### 10. Eligibility

Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed (see also heading 23 below). Participation is also open to international organisations.

Please be aware that after the United Kingdom's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates or tenderers from the United Kingdom depending on the outcome of negotiations. In case such access is not provided by legal provisions in force at the time of contract award, candidates or tenderers from the United Kingdom could be rejected from the procurement procedure.

### 11. 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.

### 12. Number of tenders

No more than one tender 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 a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

### 13. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide.

Tenderer included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

### 14. Sub-contracting

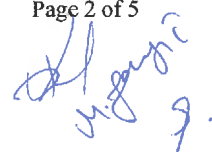
Subcontracting is allowed.

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## PROVISIONAL TIMETABLE

### 15. Provisional commencement date of the contract

September 2021



## 16. Implementation period of the tasks

12 months

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## SELECTION AND AWARD CRITERIA

### 17. Selection criteria

Same criteria for natural and legal entities.

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole, if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

**1) Economic and financial capacity of the tenderer** (based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

- The average annual turnover of the candidate must be at least EUR 300.000 over the last three years.

**2) Professional capacity of the tenderer** (based on items 4 of the tender form).

The reference period which will be taken into account will be the last three years preceding the submission deadline.

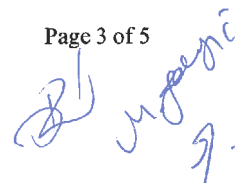
- At least 3 staff currently work for the tenderer in fields related to this contract; and

**3) Technical capacity of tenderer** (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last five years preceding the submission deadline.

- The tenderer has provided services under at least 2 contracts each with a budget of at least EUR 100.000 which includes assessment of project applications in the field of innovation and/ or start-up ecosystems which were implemented at any moment during the reference period.

This means that the service contract the tenderer refers to could have been started at any time during the indicated period, but it does not necessarily have to be completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to service contracts completed within the reference period (although started earlier) or to service contracts not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a tenderer has implemented the service contract in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

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 the performance of the contract by producing a commitment by 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 comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority. 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 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.

## **18. Award criteria**

Best price-quality ratio.

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# **TENDERING**

## **19. Deadline for submission of tenders**

The deadline for submission of tenders is specified in point 8 of the instruction to tenderers.

The candidate attention is drawn to the fact that there are two different systems for sending applications: one is by post or private mail service, the other is by hand delivery.

In the first case, the application must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip<sup>1</sup>, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application that will serve as proof.

Any application sent to the contracting authority after deadline set in point 8 of the instruction to tenderers will not be considered.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

## **20. Tender format and details to be provided**

Tenders must be submitted using the standard tender form, the format and instructions of which must be strictly observed. The tender form is available from the following internet address:

<https://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=B>

The tender must be accompanied by a declaration on 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>

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<sup>1</sup> It is recommended to use registered mail in case the postmark would not be readable.

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

## **21. How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8 of the instructions to tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

## **22. Alteration or withdrawal of tenders**

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 9 of the instructions to tenderers. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

## **23. Operational language**

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

## **24. Legal basis**

Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action; Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument of Pre-accession Assistance IPA II; Financing agreement signed between EU and Republic of Serbia for the IPA II Annual Action Programme for the Republic of Serbia for the year 2018 (EU for Competitiveness through Innovation and Tourism Development)

## **26. Additional information**

Opening hours of the contracting authority: 9:00 - 15:00 CET.

Financial data to be provided by the candidate in the standard application form must be expressed in EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the Infor-Euro exchange rate of month of the applicable Infor-Euro exchange rate, which correspond to the month corresponding to the deadline for submitting applications, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.