

SERVICE PROCUREMENT NOTICE
Accelerating the Implementation of the National Strategy
for Improving Roma Condition
ROMANIA

1. Publication reference

EuropeAid/123373/D/SER/RO

2. Procedure

Restricted

3. Programme

Phare 2005

4. Financing

PHARE/2005/017-553.01.01 Sector Minority

5. Contracting Authority

Ministry of Public Finance,

Central Finance and Contracts Unit

44 Mircea Vodă Avenue, 5th floor, 3 district, Bucharest, Romania

Tel: 004021 326 55 55 Fax: 004021 326 87 30

CONTRACT SPECIFICATION

6. Nature of contract

Fee-based

7. Contract description

This project will support the improvement of Roma conditions in order to promote the social inclusion of Roma that do not have access to public services and in the labour market. The project consists of two components:

- a grant scheme with a value of 2,83 Mil. Euro (2 Meuro EU, 0,83 national co-financing)
- TA to support the grant scheme implementation.

The grant scheme will assure financial support for solving the problems related to the lack of civil status (birth certificates) and/or identity papers. The eligible activities for grants will be:

- assist Roma in obtaining civil status papers (birth certificates) and identity papers.
- assist the Roma in accessing public services, including registration to family doctors, Workforce Employment Agencies, other welfare services etc.
- local awareness and information actions on the importance of the identity papers for the target groups.

The contract refers to Technical Assistance for the implementation of this Grant scheme.

8. Numbers and titles of lots

n/a

9. Maximum budget

500,000 EURO

10. Scope for additional services

The Contractor may be requested to provide additional services in the general framework of the project objectives.

CONDITIONS OF PARTICIPATION

11. Eligibility

Participation is open to all legal persons of the EU Member States and the countries and territories of the regions covered and/or authorised by the Regulations on access to Community external assistance and other specific instruments applicable to the programme under which the contract is financed (see also item 30 below). 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 (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. 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

The value of the sub-contracted part of the services may not exceed 30% of the contract value.

17. Number of candidates to be short-listed

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.

PROVISIONAL TIMETABLE

18. Provisional date of invitation to tender

October 2006.

19. Provisional commencement date of the contract

January 2007

20. Initial period of execution and possible extension of the contract

The initial contract duration is 20 (twenty) calendar 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)

- a) average annual turnover of the applicant entity (individual company or JV/consortium altogether) over the last three years (2003, 2004, 2005) must exceed 500.000 Euro;
- b) the average annual operating profit of the applicant entity (individual company or JV/consortium altogether) of the past three years (2003, 2004, 2005) must be positive.

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

a. At least 10 persons of permanent staff of the applicant are working (sum of staff in case of consortium) in fields related to this contract (minorities/Roma, community development, social inclusion and project management);

b. the specializations of the candidate (at least one partner, in case of consortium) should cover all of the following areas: grant scheme management, social inclusion, Roma/minorities.

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

(a) the candidate implemented (started and completed) at least 2 (two) grant scheme projects (budget of at least 1 MEuro), having a share of involvement (proportion of services carried out by the candidate) amounting of at least 250,000 Euros, in field of social development or minorities/Roma issues, during the past five years (2001-up to the deadline of submission)).

(b) relevant experience (at least one reference started and completed) for candidate in each of the following fields (at least one partner in the case of consortium): Roma issues, community development, social inclusion in the last 5 years (2001 up to the deadline of submission)

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. Under the same conditions, a consortium of economic operators may rely on the capacities of members of the consortium or of other entities.

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

- a.) the number and the efficiency of relevant reference projects provided by each eligible candidate of similar nature (valid and suitable for meeting the selection criteria 3b) and
- b.) In case of competition between two applicants having the same number of relevant projects and similar level of project efficiency, will prevail their values/amounts taking into consideration their share of involvement (proportion of services carried out by the candidate), as identified by the shortlist panel.

Nota bene: The Candidate must provide the relevant economic and financial information in order to be assessed by applying the above criteria. Please fill in and include in your application the below table with relevant financial data to prove compliance with the selection criteria as published:

	Financial data	2003	2004	2005
Leader *	Annual turnover (EUR)			
	Annual operating profit (EUR)			
Partner 2 *	Annual turnover (EUR)			
	Annual operating profit (EUR)			
Etc ...				

22. Award criteria

As specified in the tender dossier annexed to the letter of invitation to tender which will be sent to short-listed candidates.

APPLICATION

23. Deadline for receipt of applications

16:00 hrs local time on the 21st of September, 2006.

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 (available from the following Internet address: http://europa.eu.int/comm/europeaid/index_en.htm), whose format and instructions must be strictly observed.

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:

- EITHER by recorded delivery (official postal service) to :

Ministry of Public Finance,

Central Finance and Contracts Unit

44 Mircea Vodă Avenue, 5th floor, 3 district, Bucharest, Romania

Tel: 004021 326 55 55 Fax: 004021 326 87 30

Contact person: Andrei Cotutiu, Project Manager

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

Ministry of Public Finance,

Central Finance and Contracts Unit

44 Mircea Vodă Avenue, 5th floor, 3 district, Bucharest, Romania

Tel: 004021 326 55 55 Fax: 004021 326 87 30

Contact person: Andrei Cotutiu, Project Manager

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 tenders. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Clause 25. The outer envelope (and the relevant inner envelope) 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. Additional information

N/A

29. Date of publication of contract forecast

June 2006

30. Legal basis

Council Regulation (EEC) No 3906/89 of 18 December 1989 on economic aid to certain countries of Central and Eastern Europe, as amended on 17 December 2001 through the Council Regulation (EC) no. 2500/2001 concerning pre-accession financial assistance for Turkey and as amended on 21 April 2004 through the Council Regulation (EC) no. 769/2004