

SERVICE PROCUREMENT NOTICE

Strengthening Capacity and Partnership Building to Improve Roma condition and Perception

ROMANIA

1. Publication reference

EuropeAid/122255/D/SV/RO

2. Procedure

Restricted

3. Programme

Phare 2004

4. Financing

Financing Memorandum RO 2004/016-772.01.01. 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

Technical Assistance - fee-based contract

7. Contract description

This project will support the consolidation of the institutional framework for the implementation of the National Strategy for Improving Roma Condition at all levels. In this respect, the structures and the mechanisms for the implementing and monitoring the National Strategy for Improving Roma Condition will be strengthened. A specific component of this project is focused on awareness and information programmes targeting the Roma population, non-Roma population as well as the entire Romanian society.

The Contract will have three main components:

1. Institutional and capacity building in public sector and in Roma communities
2. Assess the needs and develop methodology to solve the problems regarding the lack of identity and/or civil status papers;
3. Design and implement a Public awareness and information campaign

8. Numbers and titles of lots

n/a

9. Maximum budget

4.500.000 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 on equal terms to all natural and legal persons of the EU Member States, Phare countries Bulgaria, Romania and Turkey, and the SAP-countries (Albania, Bosnia-Herzegovina, Croatia, Former Yugoslav Republic of Macedonia, Serbia-Montenegro).

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 partners) 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 (including legal persons within the same legal group) , whatever the form of participation (as an individual legal entity or as leader or partner of a consortium submitting an application). In the event that a natural or legal person (including legal persons within the same legal group) submits more than one application, all applications in which that person (and legal persons within the same legal group) 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 statement 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 financed from the General Budget of the European Communities in the context of external actions (available from following Internet address:

http://europa.eu.int/comm/europeaid/index_en.htm).

16. Sub-contracting

Subcontracting will be allowed. The maximum percentage of the contract value, which may be subcontracted, is 30%.

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

March 2006

19. Provisional commencement date of the contract

May 2006

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

The initial contract duration is 18 (eighteen) 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 standing of candidate (firm or consortium) [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 (2002, 2003, 2004) must exceed 4,500,000 Euro;
- b) the average annual operating profit of the applicant entity (individual company or JV/consortium altogether) of the past three years (2002, 2003, 2004) must be positive.

2) Professional capacity of candidate (firm or consortium)[based on items 4 and 5 of the application form]

- a. At least 20 persons of permanent staff of the applicant are working (sum of staff in case of consortium) in fields related to this contract (minorities/Roma, institutional development, community development, awareness campaigns in the social field);
- b. the specializations of the candidate (at least one partner, in case of consortium) should cover all of the following areas (social inclusion; training for public administration; social research; public awareness campaigns);

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

(a) the candidate has managed at least 2 (two) large scale projects, having a share of involvement (proportion of services carried out by the candidate) amounting of at least 1,500,000 Euros in field of social development or minorities/Roma issues, during the past five years (2001, 2002, 2003, 2004 and 2005).

(b) relevant experience (at least one reference) for candidate in each of the following fields (at least one partner in the case of consortium): Roma issues, institutional development, training in areas related to the project, community development, public awareness campaigns.

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:

- a.) the number 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, 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	2002	2003	2004
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.

23. Deadline for receipt of applications

17 February 2006 16:00 hrs local 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 (available from the following Internet address: http://europa.eu.int/comm/europeaid/index_en.htm), whose format and instructions must be strictly observed.

Any application which does not observe these provisions will be automatically eliminated. 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 the above-given address

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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. Operational language

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

27. Additional information

N/A

28. Date of publication of contract forecast

25 October 2005

28. Legal basis

Council Regulation 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 assistance for Turkey and as amended on 21 April 2004 through the Council Regulation (EC) no. 769/2004.