

## **SERVICE CONTRACT NOTICE**

### **Project monitoring and evaluation services** **Location – Edinet municipality, Republic of Moldova**

#### **1. Reference**

**2020/421-644/5.4.**

#### **2. Procedure**

Simplified

#### **3. Project title**

Edinet-insights into tomorrow cities

#### **4. Financing**

European Commission Local Authorities: Partnerships for sustainable cities 2020

#### **5. Contracting authority**

Edinet municipality city hall

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## **CONTRACT SPECIFICATION**

#### **6. Nature of contract**

Global price

#### **7. Contract description**

The scope of the contract is to provide services for monitoring and evaluation of the project results and impact, including elaboration of the baseline study.

To provide the following deliverables:

1. Baseline study – 1 report
2. Interim evaluation reports – 3 reports
3. Final evaluation report – 1 report

#### **8. Number and titles of lots**

One lot only

#### **9. Maximum budget**

90 000 EURO

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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.]

For UK candidates or tenderers: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement\* on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union and to goods originating from an eligible country, as defined under Regulation (EU) No 236/2014\*\* and Annex IV of the ACP-EU Partnership Agreement\*\*\*, are to be understood as including natural or legal persons residing or established in, and to goods originating from, the United Kingdom \*\*\*\*. Those persons and goods are therefore eligible under this call.

\* Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.

\*\* 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.

\*\*\* Annex IV to the ACP-EU Partnership Agreement, as revised by Decision 1/2014 of the ACP-EU Council of Ministers (OJ L196/40, 3.7.2014)

\*\*\*\* including the Overseas Countries and Territories having special relations with the United Kingdom, as laid down in Part Four and Annex II of the TFEU]

## 11. 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.

## 12. 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.

## 13. Sub-contracting

Subcontracting is allowed.

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## PROVISIONAL TIMETABLE

### 14. Provisional commencement date of the contract

## 15. Implementation period of the tasks

43 months

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## SELECTION AND AWARD CRITERIA

### 16. Selection criteria

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.

#### **financial reference criteria for legal persons:**

- annual turnover of the tenderer must be in at least one year (in the last 3 years) equal or exceed the 75% of annualised maximum budget of the contract (the budget stated in the financial offer of the bidder ) divided by 4;

#### **financial criteria for natural persons:**

- confirmation for annual income of the tenderer.

If a group of natural persons applies, the criteria should be met by the group at a whole

**2) Professional capacity of the tenderer** (based on items 4 and 5 of the tender form).

#### **professional criteria for legal persons:**

- At least one expert proposed has confirmation of at least one training in the field of result-oriented monitoring and evaluation according EU practice
- The offeror has expertise in one of the following fields related to smart urban development (urban planning, energy efficiency, public services, environment, economic development, etc.)

#### **professional criteria for natural persons:**

- At least one expert from a group has confirmation of at least one training in the field of result-oriented monitoring and evaluation according EU practice
- At least one expert proposed has studies in one of the following fields related to smart urban development (urban planning, energy efficiency, public services, environment, etc.)

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

#### **technical criterion for legal persons:**

- The team leader has provided services under at least 2 contracts with the purpose of monitoring

or/and evaluation of EU projects in the past 5 years

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.

**technical criterion for natural persons:**

- the tenderer (at least team leader from the group) has worked successfully in at least 2 projects with the purpose of project monitoring and/or evaluation in the past 5 years

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.

**17. Award criteria**

Best price-quality ratio.

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## TENDERING

**18. Deadline for submission of tenders**

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

**19. Tender format and details to be provided**

Tenders must be submitted using the standard tender form for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address: [www.achizitii.md](http://www.achizitii.md).

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

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

## **20. 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 tenderer accept to receive notification of the outcome of the procedure by electronic means.

## **21. 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.

## **22. Operational language**

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

## **23. 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 and ENP, See Annex A2 of the practical guide.]

## **24. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in EUR