

# **SERVICE CONTRACT NOTICE**

## **Training of the management team**

**Location** – Chisinau/Republic of Moldova

### **1. Reference**

COMINF/3.1/1-5.5.2

### **2. Procedure**

Single tender

### **3. Programme title**

Joint Operational Program Romania - Republic of Moldova for the ENI Cross-Border Cooperation Programme for the years 2014-2020/17.12.2015

### **4. Financing**

Grant Contract no. 87467/27.06.2019

### **5. Contracting Authority**

Ministry of Internal Affairs, represented by Information Technology Service, Republic of Moldova

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## **CONTRACT SPECIFICATION**

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

Global price

### **7. Contract description**

The first activity refers to the training of the staff. The main objectives will be to gain the essential preparation needed for project management. The course will include a wide variety of learning tools and study aids and will target the major learning styles in project management.

By participating in a project management course the project team members will obtain a standardized knowledge set - and the credentials to prove it.

The training will help them execute the project's tasks effectively and efficiently by providing a systematic way to execute a project. This approach ensures that the trainees meet the project goals in a logical, systematic, and organized manner.

Undergoing this course, the team will be able to carry out specific processes for each phase in the project and that each process is executed by people playing specific roles. The trainees will learn how to fairly detail, monitor and control processes, which in turn ensures smooth project execution.

During the training the participants will acknowledge how to and why allocating work, creating plans, ensuring the work is done - as per the defined quality, and ensuring the work is completed on-time.

The beneficiary will provide a number of 7 persons to participate at this trainings.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

MDL 116 000

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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) N°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 22 below) . Participation is also open to international organisations. All supplies under this contract must originate in one or more of these countries. However, they may originate from any country when the amount of the supplies to be purchased is below 100, 000 euros per purchase.]

**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 2.3.3. of the Practical Guide.

**13. Sub-contracting**

Subcontracting is allowed.

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## **PROVISIONAL TIMETABLE**

**14. Provisional commencement date of the contract**

04 may 2020

**15. Implementation period of the tasks**

## 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 years for which accounts have been closed.

1-Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member.

2- The average annual turnover of the tenderer over the last three financial years must exceed EUR 10,000 (ten thousand euro);

**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 from submission deadline.

- has a professional certificate appropriate to this contract, such as ISO9001, ISO29990 or equivalent;
- at least 1 key expert certified in the Project Management Professional, staff currently work for the tenderer in fields related to this contract;

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

- the tenderer has provided services under at least 3 contracts each with a budget of at least that 10 000 Euro, which were successfully implemented at any moment during the last three 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 performance of the contract, for example by producing a commitment 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 - notably that of nationality - and must fulfil the same relevant selection criteria as the economic operator. 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 works or 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 receipt of tenders**

The deadline for receipt 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 Competitive Negotiated Procedures, the format and instructions of which must be strictly observed. The tender form is available from the following Internet address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=B> , under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration of 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>

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 tenderers accept to receive notification of the outcome of the procedure by electronic means.

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

Tenders must be submitted in English and/or Romanian exclusively to the Contracting Authority, using the means specified in point 8 of the Instructions to Tenderers.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 8 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 English and/or Romania.

## **23. Legal basis**

- EU Regulation no. 232/2014 establishing a European Neighbourhood Instrument including all subsequent modifications and additions;
- Commission Implementing Regulation (EU) No 897 /2014 of 18 August 2014 laying

down specific provisions for the implementation of cross-border cooperation programmes financed under Regulation (EU) No 232/2014 of the European Parliament and the Council establishing a European Neighbourhood Instrument including all subsequent modifications and additions;

- 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 including all subsequent modifications and additions including all subsequent modifications and additions;
- Commission Implementing Decision of 17.12.2015 approving the Joint Operational Programme including all subsequent modifications and additions;
- Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002, including all subsequent modifications and additions;
- Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union including all subsequent modifications and additions;
- REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation);
- Financing Agreement concluded between the Government of Republic of Moldova and the European Commission as of December, 2016;