

## **SERVICE CONTRACT NOTICE**

### **Technical Assistance for Operating Structure to Prepare and Strengthen Programming for the Period 2014-2020**

**Location: Europe (non EU) - Turkey (TR)**

**1. Publication reference**

EuropeAid/136914/IH/SER/TR

**2. Procedure**

Restricted.

**3. Programme title**

IPA.

**4. Financing**

Financing agreement.

**5. Contracting Authority**

Department for European Union Investments, DG Foreign Relations and European Union Affairs,  
Ministry of Transport, Maritime Affairs and Communications, Ankara, REPUBLIC OF  
TURKEY.

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## **CONTRACT SPECIFICATION**

**6. Nature of contract**

Fee-based.

**7. Contract description**

The objective of the Contract is to facilitate implementation of Turkey's Transport Sector Operational Programme (SOPT) for the IPA programming period 2014-2020. The support will be provided to the Operating Structure (OS) and will focus on two distinct but complementary components:

- Assessment of the existing institutional capacity of the department of the OS responsible for implementation of the SOPT and identification of required training needs. Preparation and implementation of an intensive training programme, supplemented by staff participation in study visits and relevant international conferences. Support will also be provided to other departments of the OS and end recipients via workshops and project-specific meetings;
- The identification and formulation of individual projects (works, supplies, services and grants) consistent with interventions identified in the SOPT. The scope of input will include assessment and prioritisation of project proposals, and development of projects to a level of maturity appropriate for the securing of IPA funding.

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

One lot only

## **9. Maximum budget**

3 113 500 EUR.

## **10. Scope for additional services**

The Contracting Authority may, at its own discretion, extend the project in duration and/or scope subject to the availability of funding up to a maximum not exceeding the length and value of the initial contract. Any extension of the contract would be subject to satisfactory performance by the Contractor.

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# **CONDITIONS OF PARTICIPATION**

## **11. Eligibility**

Participation is open to all legal persons (participating either individually or in a grouping - consortium - of tenderers) which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (see item 29 below). Participation is also open to international organisations. 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 (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.

## **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 unless prior approval from the Contracting Authority has been obtained (see Practical Guide – PRAG - 2.4.3.). 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 PRAG.

## 16. Sub-contracting

Subcontracting is allowed.

## 17. Number of candidates to be short-listed

On the basis of the applications received, between 4 and 8 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the Contracting Authority may invite the candidates who satisfy the criteria to submit a tender.

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## PROVISIONAL TIMETABLE

### 18. Provisional date of invitation to tender

December 2015.

### 19. Provisional commencement date of the contract

May 2016.

### 20. Initial period of implementation of tasks

18 months.

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## 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). In case of candidate 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.
  - 1.1. the **average** annual turnover of the candidate in the last three financial years (i.e. the last accounting year for the entity, the year before the last year, and two years before the last year) must exceed EUR 2 100 000 (two millions one hundred thousand ) Euros.
2. **Professional capacity of candidate** (based on items 4 and 5 of the application form). The reference period which will be taken into account will be the last three years from submission deadline.
  - 2.1. At least 10 staff members currently work for the candidate (or where applicable to consortium) in the fields related to this contract and are permanent.

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

3.1. The candidate has provided services under at least one service contract with a budget of at least 1 600 000 (one million six hundred thousand) Euros in the field of technical assistance (excluding construction design and supervision) to a public body responsible for managing, programming and implementing EU-funded assistance programmes, which was implemented at any moment during the reference period. This means that the project the candidate refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Candidates/tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment). In case of projects still on-going only the portion satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value. If a candidate/tenderer has implemented the project in a consortium, the percentage that the candidate/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.

3.2. The candidate has provided services under at least one service contract with a budget of at least 1 000 000 (one million) Euros in the field of technical assistance supporting the identification and/or prioritisation and/or programming of transport sector projects (excluding construction design and supervision), which was implemented at any moment during the reference period. This means that the project the candidate refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Candidates/tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment). In case of projects still on-going only the portion satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value. If a candidate/tenderer has implemented the project in a consortium, the percentage that the candidate/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 caused breach of contract and termination by a Contracting Authority shall not be used as reference.

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. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality, as the economic operator.

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 candidates. The only factors which will be taken into consideration during this re-examination are:

- (a) The highest sum of contract values in criteria 21.3.2;
- (b) If more than one eligible candidate has the same sum of contract value in respect of criterion 21.3.2, then the candidates will be ranked according to the highest number of contracts implemented by the candidate according to criterion 21.3.2.

In case of competition between two or more candidates having the same number of eligible contracts under criterion (b), the candidates will be ranked according to the total value of the proportion(s) carried out by the Leader in the current tender who also acted as a Leader in those eligible contracts.

## **22. Award criteria**

Best value for money.

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# **APPLICATION**

## **23. Deadline for receipt of applications**

16:00 local time on 05 October 2015.

Any application received by the Contracting Authority after this deadline will not be considered.

## **24. Application format and details to be provided**

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is available from the following Internet address:

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

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 in a sealed envelope:

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

For the attention of: Mr. Nedim Yeşil  
Department for European Union Investments  
DG Foreign Relations and European Union Affairs  
Ministry of Transport, Maritime Affairs & Communications

Hakkı Turaylıç Cad. No. 5, AYGEM BİNASI K: 10  
06520 Emek, ANKARA, Türkiye

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

For the attention of: Mr. Nedim Yeşil  
Department for European Union Investments  
DG Foreign Relations and European Union Affairs  
Ministry of Transport, Maritime Affairs & Communications  
Hakkı Turaylıç Cad. No. 5, AYGEM BİNASI K: 10  
06520 Emek, ANKARA, Türkiye

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 applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) 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. Date of publication of prior information notice**

27 March 2015.

## **29. Legal basis<sup>1</sup>**

Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an instrument for pre-accession assistance (IPA) (OJ L 210, 31.7.2006, p. 82).

## **30. Additional information**

None.

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<sup>1</sup> Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).