

SERVICE CONTRACT NOTICE

Provision of training services Kosovo

1. Reference

EURED/25/08/15-SER-11

2. Procedure

Local open

3. Programme title

Project “Supportive business environment for women start-ups in North and South Mitrovicë/a”. This project is funded by the European Union Office in Kosovo through EU Regional Economic Development Programme (Reference: EuropeAid/135174/L/ACT/XK).

4. Financing

Financing agreement

5. Contracting Authority

Community Building Mitrovica (CBM), Confidence Area, 40000 Mitrovica, Kosovo

CONTRACT SPECIFICATION

6. Nature of contract

Global price contract

7. Contract description

In order to facilitate networking and competency building of women start-up entrepreneurs in North and South Mitrovica within the EU-funded project “Supportive business environment for women start-ups in North and South Mitrovicë/a”, training sets on the following topics, essential for doing business will be organized and performed:

- Business planning
- Financial management know-how
- Marketing and sales
- Mobilization of funds

The purpose of this procurement is contracting of lecturing services to be performed on above mentioned trainings. Four rounds of two-day trainings on business planning, financial management, marketing and sales and mobilization of funds will be organized and performed on each topic. Lecturing on each round of training should be performed by two trainers.

8. Number and titles of lots

Lot No.1 - Trainers for Business planning

Lot No.2 - Trainers for Financial management know-how

Lot No.3 - Trainers for Marketing and sales

Lot No.4 - Trainers for Mobilization of funds

9. Maximum budget

EUR 19,200.00

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open to all legal persons participating either individually or in a grouping (consortium) of candidates which are established in a Member State of the European Union in an official candidate country, or a country that is a beneficiary of the Instrument for Pre-Accession Assistance, in a Member State of the European Economic Area, a country of the Western Balkans region or a contributing third state. Participation is also open to international organisations.

The participation of an ineligible legal person 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.

11. Number of tenders

No restrictions may be made in the number of lots a tenderer can be awarded.

The tenderer may submit a tender for one lot only, several lots or all of the lots, but only one tender per lot. Contracts may be awarded lot by lot and each lot will form a separate contract.

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 not allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

15 October 2015

15. Implementation period of the tasks

4 months

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:

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 objective of this criterion is to examine whether or not the tenderer (i.e., the consortium as a whole, in the case of a tender from a consortium):

- Will not be economically dependent on the Contracting Authority in the event that the contract is awarded to it; and
- Has sufficient financial stability to handle the proposed contract.
- The financial situation of the tenderer should not be in deficit, taken into account debts, at the beginning and end of year.

2) Professional capacity of the tenderer (based on items 4 of the tender form)

- has a professional certificate appropriate to this contract;
- at least 2 experts are proposed for each LOT tenderer is applying for; and

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

- A prove that the candidate is/has been operating in Kosovo at least 2 years before the issuing of this Notice
- The candidate has worked successfully on at least one project, in fields related to this contract in the past three years (2012, 2013 and 2014)
- Has proven experience working with Albanian and Serbian entrepreneurs in Kosovo in the field related to this contract
- has sufficient expertise and experience to be able to handle the proposed contract

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.

17. Award criteria

Best value for money.

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 Local Open 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.

Any additional documentation (brochure, letter, etc.) sent with an application 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.

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 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 in English.

23. Legal basis

Regulation or other instrument under which this contract is to be financed - See Annex A2 of the Practical Guide.

24. Additional information

No additional information.