

SERVICE CONTRACT NOTICE

Mentoring for women start-ups/entrepreneurs in Mitrovica Kosovo

1. Reference

EURED/29/09/15-SER-12

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

Strengthening the business networking of women entrepreneurs is one of the most important results project “Supportive business environment for women start-ups in North and South Mitrovicë/a” shall achieve. To contribute the achievement of this result the most experienced businesswomen will be selected to act as mentors of women start-up/entrepreneurs. Next step will be to establish mentorship relations between mentors and women start-ups, most usually in form of direct peer-to-peer consultancy in specific sectors. Women mentors will become part of a sustainable women mentors’ platform.

The primary goal of women mentors is to build sustainable, trusting relationships with mentees in order to enhance their ability to start, maintain and grow their businesses. Main task of Mentors as experienced business professional is to provide mentoring from experienced professionals to help them with their new business. Mentors are obliged to develop the principles of provision of mentorship services, and in effect establish a Mentors’ platform by holding minimum 2 founding meetings.

Each of 50 selected women start-ups will receive 30 consultancy days. Consultancy shall be performed by 15 selected women mentors.

8. Number and titles of lots

One lot only.

9. Maximum budget

EUR 37,500.00

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open to all legal and natural 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 natural or 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 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 not allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

01 December 2015

15. Implementation period of the tasks

5 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

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;
- Has sufficient financial stability to handle the proposed contract;
- The average annual turnover of the tenderer must exceed the annualised maximum budget of the contract (ie, the maximum budget stated in the contract notice divided by the initial contract duration in years, where this exceeds 1 year);
- 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

- Has a professional certificate appropriate to this contract, such as university diploma, and other;
- Has at least 1 staff member currently work for the tenderer in fields related to this contract (legal persons only);
- Is currently working/has worked during the past 3 years as manager, team leader, owner of the private business entity, and other in fields related to this contract;

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

- The candidate has worked successfully on at least one project, with a budget of at least that of this contract, in fields related to this contract in the past three years (2012, 2013 and 2014);
- 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.

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.

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://www.cbmitrovica.org/en/>. The tender form is also available on EuropeAid 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.