

**Additional information about the Contract Notice**  
**Developed and adopted Strategic framework of the Union of employers’**  
**associations of RS**  
**Tender reference: EISE/TEN/NO4**

**1. Nature of contract**

Global price

**2. Programme title**

CIVIL SOCIETY FACILITY AND MEDIA PROGRAMME FOR BOSNIA AND HERZEGOVINA 2019

**3. Financing**

Budget line – Creating documents networking strategy for entrepreneur and employers associations in RS

**4. Eligibility and rules of origin**

Participation is open to all legal persons who are nationals of Bosnia and Herzegovina and legal persons (participating either individually or in a grouping – consortium – of candidates/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.

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.

**5. Candidature**

All eligible legal persons (as per item 4 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 partners of a consortium (i.e., the leader and all other partners) are jointly and severally liable to the contracting authority.

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.

**6. Number of applications or tenders**

No more than one tender can be submitted by a 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 legal person submits more than one tender, all tenders in which that person has participated will be excluded.

**7. Shortlist alliances prohibited**

Not applicable.

**8. Grounds for exclusion**

As part of the tender, tenderers must submit a signed declaration, included in the tender form.

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.

**9. Sub-contracting**

Sub-contracting is not allowed.

**10. Number of candidates to be short-listed**

Not applicable.

**11. Provisional date of invitation to tender**

December 27, 2021.

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

December 27, 2021.

**13. Period of implementation of tasks**

1 month

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**[SELECTION AND AWARD CRITERIA]**

**14. 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.

1) Economic and financial capacity of the tenderer (based on item 5 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.

- the average annual turnover of the tenderer should be equal or over the value of the tenderers' offer

The supporting documents for these criteria may include but are not limited to income statement, annual financial report or equivalent official document in line with legislation.

**2) Professional capacity of the tenderer** (based on items 6 and 7 of the tender form).

- The reference period which will be taken into account will be the last 5 years from submission deadline.

The supporting documents for these criteria may include but are not limited to employment

records, published experts works or equivalent official document in line with legislation.

**3) Technical capacity of tenderer** (based on item 8 of the tender form). The reference period which will be taken into account will be the last 5 years from submission deadline

- The tenderer implemented at least one project in value equal or over the value of the tender during the reference period. In case a tenderer has implemented the above project in a consortium, the percentage that the tenderer carried out must be at least 70% and only the portion carried out by the candidate will be taken into consideration.

The supporting documents for these criteria may include but are not limited to appropriate professional certificate, professional references, letter of satisfaction by previous contractor, previous contracts or equivalent official document in line with legislation.

## **15. Award criteria**

Best price-quality ratio.

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# **APPLICATION AND TENDERING**

## **16. Tender format and details to be provided**

Tenders must be submitted using the standard tender form for open procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address: [www.unijauprs.org](http://www.unijauprs.org) under the zip file called Tender Dossier EISE/TEN/NO4.

## **17. 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, the tenderers accept to receive notification of the outcome of the procedure by electronic means.

## **18. Deadline for receipt of tenders**

The deadline for receipt of tenders is specified in point 2 of the instruction to tenderers.

## **19. Clarifications on the contract notice**

Clarifications may be sought from the contracting authority at the following email address [office@unijauprs.org](mailto:office@unijauprs.org) till December 16, 2021.

## **20. 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.

## **21. Language of the procedure**

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

## **22. 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, Regulation (EU) No 231/2014 of the European Parliament and of the Council establishing an Instrument for Pre-accession assistance (IPA II) and Commission implementing regulation (EU) No 447/2014 of 2 May 2014 on the specific rules for implementing Regulation (EU) No 231/2014 of the European Parliament and of the Council establishing an Instrument for Pre-accession assistance (IPA II).

### **23. Additional information**

N/A