**SERVICE CONTRACT NOTICE**

**Services of lavender seedlings planting  
Location -** West Bačka district (Serbia) and Bacs Kiskun county (Hungary)

**1. Reference**

HUSRB/1602/42/0073/LB-TD-SE-02

**2. Procedure**

Simplified

**3. Programme title**

Interreg IPA CBC Hungary-Serbia 2014-2020

**4. Financing**

Budget line

**5. Contracting authority**

City of Sombor, Trg Cara Uroša 1, 25101 Sombor, Republic of Serbia

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

The contractor is tasked with delivery and planting of 60,000 lavender seedlings, 30,000 out of which are to be planted in Hungary (rural areas of Bacs Kiskun) and 30,000 in Serbia (rural areas of Sombor, West Backa District). The exact location is to be communicated to the contractor upon contract signing. In addition, the contractor is expected to carry out the following services: field control and replacement of lavender seedlings destroyed by elements and/or other causes; development of a practical guide for growing and care of lavender seedling; conducting training on planting of lavender seedlings and care of lavender crops; maintaining records on the services rendered within the contract.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

RSD 7,069,032.00 (equivalent to EUR 60,000.00, calculated using InforEuro exchange rate from September 2019).

**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) 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 (see also heading 23 below). Participation is also open to international organisations.

**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 2.6.10.1. of the practical guide.

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.

**13. Sub-contracting**

Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

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

15 October 2019

**15. Implementation period of the tasks**

60 days

**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 financial years for which accounts have been closed.

The selection criteria for each tenderer are as follows:

Criteria for legal persons:

1-the average annual turnover of the tenderer must exceed the annualised maximum budget of the contract.

Criteria for natural persons:

1-the available financial resources of the tenderer must exceed the annualised maximum budget of the contract.

2) Professional capacity of tenderer (based on i.a. items 4 and 5 of the Tender Form for a Supply Contract). The reference period which will be taken into account will be the last 3 years from submission deadline.

Criteria for legal persons:

1-at least 2 staff currently working for the tenderer in fields related to this contract

Criteria for natural persons:

1- is currently working/has worked during the past 3 years with at least 2 collaborators in fields related to this contract.

3) Technical capacity of tenderer *(*based on i.a. items 5 and 6 of the Tender Form for a Supply Contract). The reference period which will be taken into account will be the last 3 years from submission deadline.

This means that the contract the tenderer 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. 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, final acceptance). In case of projects still on-going only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value.

Criteria for legal persons:

1-the tenderer provided services under at least 1 contract with a budget no lower than EUR 60,000 during the following period: 3 years from the deadline for submission of tenders, i.e. 04/10/2016 to 04/10/2019.

Criteria for natural persons:

1-the tenderer provided services under at least 1 contract with a budget no lower than EUR 60,000 during the following period: 3 years from the deadline for submission of tenders, i.e. 10/19/2016 to 10/19/2019.

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 the performance of the contract by producing a commitment by 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 comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority. 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 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.

**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 simplified 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 on 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**

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.

**22. Operational language**

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

**23. 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 and Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II).

**24. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to RSD shall be made in accordance with the InforEuro exchange rate of **August 2019**, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.