

**Additional information about the Contract Notice**

 **Provision of Emergency Medical Services to the EUMM Georgia
Location - Georgia**

1. **Nature of contract**

 **Fee-based service contract**

1. **Programme title**

**Council Decision (CFSP) 2020/1990 of 3 December 2020**

1. **Financing**

CFSP/2020/40/EUMM Georgia

1. **Eligibility and rules of origin**

Participation is open to all natural persons who are nationals of 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 (see also heading ‘Legal basis’ below). Participation is also open to international organisations.

1. **Candidature**

**All eligible natural and 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.**

1. **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 partner of a consortium submitting an application/tender). 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.**

1. **Shortlist alliances prohibited**

**Any tenders received from tenderers having a different composition that the ones 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 2.6.3. Short-listed candidates may not form alliances or subcontract to each other for the contract in question.**

1. **Grounds for exclusion**

Candidates must submit a signed declaration, included in the application form or tender form, to the effect that they are not in any of the situations listed in Section 2.6.10.1. of the **practical guide (PRAG).**

Candidates included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the: (a) finalization of the shortlist report, cannot be shortlisted and invited to tendering; and (b) award decision, cannot be awarded the contract.

1. **Sub-contracting**

Sub-contracting is allowed. However, the contractor will retain full liability towards the contracting authority for performance of the contract as a whole.

Maximum percentage of the contract value, which may be subcontracted: 49 %.

Emergency Medical Service Provider (EMSP) / Contractor must render all substantive services by itself. No sub-contracting of substantive services shall be allowed except for, inter alia, PCR testing, ICU beds reservation and Helicopter services, which could be performed by **sub-contractors**, whose **involvement shall be in advance authorised by EUMM.**

1. **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. If the number of eligible candidates meeting the selection criteria is more than the maximum allowed, the contracting authority will rank them using the re-examination criteria stated below.**

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

May 2021.

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

15 September 2021.

1. **Period of implementation of tasks**

From 15 September 2021 till 14 December 2022 (both dates included), i.e. for 15 months (estimated value of the contracting is: 861,000.00 EUR excluding VAT).

The Contracting Authority may, at its own discretion, extend the project in duration for additional 2 years (for additional 2 x 12 months) and/or scope subject to the availability of funding (up to the estimated amount of approximately 688,800.00 EUR excluding VAT per year). Any extension of the contract would be subject to satisfactory performance by the Contractor. It should however be noted that the extension of this contract after 14 December 2022 is subject to and conditional upon (i) the signature of a Delegation Agreement between the European Union and the EUMM Georgia covering the period onwards from 14 December 2022, as well as (ii) the availability of funds in the relevant budget line(s).

**SELECTION AND AWARD CRITERIA**

1. **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 if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

**The candidate must hold valid operating licence in the field of medical services issued by a duly recognized official governmental licencing authority of the country of its registration.**

The selection criteria for each tenderer are as follows:

**1)** **Economic and financial capacity** **(**based on item 3 of the service 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.

* Any candidate is required to have an average annual turnover over the years 2018, 2019 and 2020 equal to or exceeding **700,000.00 EUR.**

**2)** **Professional capacity** (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 preceding the submission deadline.

* Any candidate is required to have at least **25 permanent staff** **presently employed in fields related to those covered by this call.**

**3) Technical capacity** (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.

* Any candidate is required to have successfully[[1]](#footnote-1) completed over the last three years at least one contract similar to the one covered by this call for tenders, i.e. has provided to the client, Emergency Medical Services, the value of which must be equal to or exceed **300,000.00 EUR.**

Previous experience which caused breach of contract and termination by a Contracting Authority shall not be used as reference.

This means that the contract the candidate refers to could have been started at any time during the indicated period, but it does not necessarily have to be completed during that period, nor implemented during the entire period. Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a candidate has implemented the project in a consortium, the percentage that the candidate 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.

Capacity-providing entities

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. If the economic operator relies on other entities 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 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 and notably that of nationality as the economic operator relying on them 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 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 tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

Critical tasks:

The contracting authority requires that the following critical tasks be performed directly by the tenderer itself, or where the tender is submitted by a joint venture/consortium, by one of its participating members:

* **Provision of Emergency Medical Services at all locations covered by the contract by means of contractor’s own medical personnel and equipment /vehicles.**

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 in order to rank their applications and identify the 8 best applications for the tender procedure. The only additional comparative criteria that which will be taken into consideration during this re-examination, in the order in which they appear below, are:

1) The higher number of projects with a budget of at least 300,000.00 EUR in the field of medical/health care successfully completed1 by the candidate during the period of last three years.

2) The higher cumulative value of projects with a budget of at least 300,000.00 EUR in the field of medical/health care successfully completed1 by the candidate during the period of last three years.

**N.B.**: additional comparative criterion No 1 shall be applied to all the eligible candidates that meet the selection criteria. If, after applying additional comparative criterion No 1, it is not possible to identify the 8 best candidates because two or more candidates are tied for the 8th position, additional comparative criterion No 2 shall be applied only to these tied candidates.

1. **Award criteria**

Best price-quality ratio (of the tender procedure per se – not applicable to shortlisting of applications).

**APPLICATION**

1. **How to obtain the application templates**

Please see below section “Applications format and details to be provided”.

Candidates with questions regarding this procedure should send them in writing to **tenders@EUMM.EU** (**mentioning the publication reference: FPI/2021/EA-RP/0002**) at least 21 days before the deadline for submission of applications given in item ‘**Deadline for submission of applications’**. The contracting authority must reply to all candidates’ questions at least 11 days before the deadline for submission of applications. Possible clarifications or minor changes to the tender dossier shall be published at the latest 11 days before the submission deadline on the F&T portal at https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

1. **Applications opening session**

Not Applicable. No public opening of applications will be arranged.

1. **Applications 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:

<https://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

The application must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

<https://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

Any documentation (brochure, letter, etc.) sent with an application in addition to what has been requested will not be taken into consideration.

1. **How applications may be submitted**

Applications must be submitted in English exclusively. Applications must be sent, no later than the date and time indicated below, to the European Union Monitoring Mission in Georgia (EUMM) in electronic form, at the email address: **tenders@EUMM.EU**

**Important Requirement: the electronic form is meant to be zipped folder / file containing all the documents as requested; the zipped folder / file MUST have password which shall be known only to the company (person) submitting the application. After applications submission deadline, the Chairperson and/or the Secretary of the Evaluation Committee will contract the company (person) via email and request password to open the submitted application in the zipped folder / file. Candidates MUST NOT provide the password to the contracting authority before the submission deadline.**

By submitting an application, candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the application form.

1. **Deadline for submission of applications**

Date: **06 May 2021**

Local Time: **16:00 hrs local Georgian time**

**The deadline for submission of applications can be found in the Contract Notice under IV.2.2.**

Any application sent to the contracting authority after this deadline will not be considered.

1. **Clarifications on the contract notice**

Clarifications may be sought from the contracting authority at the following email address **tenders@EUMM.EU** at the latest 21 days before the deadline for submission of applications stated at section **IV.2.2) of the contract notice**.

Clarifications will be published on EUMM’s webpage on the following address: https://www.eumm.eu/en/about\_eumm/tenders

at the latest 5 days before the deadline for the submission of applications.

1. **Alteration or withdrawal of applications**

Applicants may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No applications may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with precedent item. The email must be marked ‘Alteration’ or ‘Withdrawal’ as appropriate.

1. **Language of the procedure**

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

**28. Legal basis**

CFSP/2020/40/EUMM Georgia

**29. Additional information**

Financial data to be provided by the candidate in the standard application form or the tenderer in the tender form must be expressed in EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of **MONTH and YEAR** of the applicable InforEuro exchange rate, which can either correspond to the month and year of the publication of the present contract notice or the month and year corresponding to the deadline for submitting applications], which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

1. By “successfully completed” it is meant that the services have been fully rendered and paid [↑](#footnote-ref-1)