

SERVICE PROCUREMENT NOTICE
ROAD IMPROVEMENT PROGRAMMEE PHASE II
COMMONWEALTH OF DOMINICA, CARIBBEAN.

1. Publication reference

EuropeAid/128003/D/SER/DM

2. Procedure

International Restricted tender

3. Programme

EDF

4. Financing

Financing agreement

5. Contracting Authority

The Permanent Secretary, Ministry of Public Works and Infrastructural Development
Commonwealth of Dominica

CONTRACT SPECIFICATION

6. Nature of contract

Fee-based

7. Contract description

To provide technical assistance and training that will target improvements in road policy and legislation, road management, and road funding, all leading towards improving road condition.

8. Number and titles of lots

The contract is not divided into lots.

9. Maximum budget

EUR 410,000

10. Scope for additional services

The Contracting Authority may, at its own discretion, extend the project in duration and/or scope subject to the availability of funding, up to a maximum not exceeding the length and value of the initial contract. Any extension of the contract would be subject to satisfactory performance by the Contractor.

CONDITIONS OF PARTICIPATION

11. Eligibility

Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in a grouping (consortium) of tenderers) from ACP States and Member States of the European Union and international organisations as authorised by the instrument applicable to the programme under which the contract is financed (see also item 30 below).

12. Candidature

All eligible natural and legal persons (as per item 11 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 members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.

The participation of an ineligible natural or legal person (as per item 11) 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.

13. 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 member of a consortium submitting an application). 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.

14. Shortlist alliances prohibited

Any tenders received from tenderers comprising firms other than those mentioned in the short-listed application forms will be excluded from this restricted tender procedure. Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

15. Grounds for exclusion

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions

16. Sub-contracting

No sub-contracting is foreseen.

17. Number of candidates to be short-listed

On the basis of the applications received, at least 4 and at most 8 candidates will be invited to submit detailed tenders for this contract.

PROVISIONAL TIMETABLE

18. Provisional date of invitation to tender

May 2009

19. Provisional commencement date of the contract

July 2009

20. Initial period of performance and possible extension of the contract

The period of performance for the contract is 15 months. No extension is foreseen.

SELECTION AND AWARD CRITERIA

21. 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:

- 1) Economic and financial capacity of candidate (based on item 3 of the application form)

- the average annual turnover of the candidate must exceed 3 times the annualised maximum budget of the contract (i.e., the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceeds 1 year); and
- 2) Professional capacity of candidate (based on items 4 and 5 of the application form)
- has a professional certificate appropriate to this contract
 - at least 5 staff currently work for the applicant in fields related to this contract; and
 - at least 20% of all staff working for the candidate this year in fields related to this contract are permanent.
- 3) Technical capacity of candidate (based on items 5 and 6 of the application form)
- the candidate has worked successfully on at least three projects with a budget of at least that of this contract in fields related to this contract in the past three years

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 to identify the eight best applications for the tender procedure. The only factors which will be taken into consideration during this re-examination are:

- Comparative number of projects of a similar nature undertaken by the candidate
- Assessment of similar type of work – level of similarity with that required to be undertaken

22. Award criteria

Best value for money.

APPLICATION

23. Deadline for receipt of applications

4.00 pm local time on 1st April 2009

Any application received after this deadline will not be considered.

24. Application format and details to be provided

Applications must be submitted using the standard application form (available from the following Internet address:

<http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/previousversions/2007/index_en.htm>:

[EDF Annexes/EDF Services annexes: edf_b8tenderform_en.doc](#)

whose format and instructions must be strictly observed.

Any additional documentation (brochure, letter, etc) sent with an application will not be taken into consideration.

25. How applications may be submitted

Applications must be submitted in English exclusively to the National Authorising Officer:

- **EITHER** by recorded delivery (official postal service, though not registered mail) to :
Mr Edward Lambert
National Authorising Officer
6th Floor Financial Centre
Kennedy Avenue
PO Box 1102
Roseau
Commonwealth of Dominica
Telephone: +1 767 448 2424 Fax: +1 767 449 9443
- **OR** hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

Mr Edward Lambert
National Authorising Officer
6th Floor Financial Centre
Kennedy Avenue
PO Box 1102
Roseau
Commonwealth of Dominica
Telephone: +1 767 448 2424 Fax: +1 767 449 9443

The Contract title and the Publication reference (see item 1 above) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the Contracting Authority.

Applications submitted by any other means will not be considered.

26. Alteration or withdrawal of applications

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

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Clause 25. The outer envelope (and the relevant inner envelope) must be marked 'Alteration' or 'Withdrawal' as appropriate.

27. Operational language

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

28. Additional information

Not applicable

29. Date of publication of contract forecast

29th January 2009

30. Legal basis

ACP-EC Partnership Agreement signed at Cotonou on 23 June 2000 as amended on 25 June 2005

Decision No 2/2002 of the ACP-EC Council of Ministers published in OJ L 320 of 23.11.2002