**SERVICE CONTRACT NOTICE**

**Cleaning events**

**Bela Palanka, Republic of Serbia**

**1. Reference**

CB007.2.32.089/PO3

**2. Procedure**

Simplified tender

**3. Programme title**

Interreg – IPA CBC Bulgaria – Serbia Programme

**4. Financing**

The project is co-funded by the European Union, through Interreg – IPA CBC Bulgaria – Serbia Programme 2014-2020,

**5. Contracting authority**

Municipality of Bela Palanka, Republic of Serbia

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

Cleaning of 8 illegal landfills in Bela Palanka Municipality

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

EUR 35,480.00 without VAT

**CONDITIONS OF PARTICIPATION**

**10. Legal basis, eligibility and rules of origin**

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 IPA II.

Participation is open to all legal persons participating either individually or in a grouping (consortium) of tenderers which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (see item 23 below). Participation is also open to international organisations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

Please be aware that after the United Kingdom's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates or tenderers from the United Kingdom depending on the outcome of negotiations. In case such access is not provided by legal provisions in force at the time of contract award, candidates or tenderers from the United Kingdom could be rejected from the procurement procedure.

**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 ofthe exclusion situations listedin 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**

07.07.2022.

**15. Implementation period of the tasks**

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

The tenderers hall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

**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 average annual turnover of the tenderer for the previous 3 years must exceed the maximum budget of the contract.

**2)** **Professional capacity of the tenderer(**based on items 4 of the tender form).

* Has minimum 2 staff engaged full or part time with the contractor, with valid licences relevant for this contract (410 and 415), at the moment of the offer submission and covering the period of implementation of the contract.

**3) Technical capacity of tenderer**(based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last three years preceding the submission deadline.

* The tenderer has provided services under at least 1 contract with a budget of at least that of this contract in the excavation, use and transfer of land or other construction material to landfills or contract in construction works that include excavation, use and transfer of land or other construction material to landfills, which was implemented at any moment during the last three years preceding the submission deadline.
* To dispose (on the basis of ownership, leasing, etc.) machines for performing the service of cleaning the illegal landfill: bulldozer/combined machine, excavator and 2 dump tracks.

This means that the service contract the tenderer 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. Tenderers are allowed to refer either to service contracts completed within the reference period (although started earlier) or to service contracts 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 tenderer has implemented the service contract in a consortium, the percentage that the tenderer 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.

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.

**17. Award criteria**

Best price-quality ratio.

**TENDERING**

**18. Deadline for submission of tenders**

The deadline for submission 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. 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 EUR shall be made in accordance with the applicable InforEuro exchange rate, which correspond to the month and year of the publication of the present contract notice which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.