

SERVICE CONTRACT NOTICE

Technical assistance to the coffee and cocoa value chains in Uganda

1. Publication reference

EuropeAid/139175/IH/SER/UG

2. Procedure

Restricted

3. Programme title

Uganda Technical Support Programme (TSP) 1

4. Financing

Financing agreement n. UG/FED/039-072 – 11th European Development Fund (EDF)

5. Contracting Authority

The National Authorising Officer, the Ministry of Finance, Planning and Economic Development (MoFPED).

CONTRACT SPECIFICATION

6. Nature of contract

Fee-based

7. Contract description

By supporting the coffee and cocoa value chains exports to the European Union (EU) and regional markets, the project will complement the PARTNER STATE WINDOW for Uganda of the EU-East African Community (EAC) Market Access Upgrade (MARKUP) Programme, funded by the European Union through the EDF regional programme for Eastern Africa for a total amount of EUR 35 000 000.

The MARKUP Programme aims at addressing both supply side and market access constraints of some key export-oriented sectors, with a particular focus on exports towards the EU market. It is structured around two intervention levels, the EAC-WINDOW and the PARTNER STATES WINDOW. The EAC-WINDOW will support EAC efforts to improve the regional trade and business enabling environment for the selected commodities. The PARTNER STATES WINDOW includes national interventions tailored to countries' specific needs and complementing the EAC-WINDOW. Interventions will prioritise the promotion of SMEs as drivers of the target value chains, but will also strive to ensure long term sustainability through capacity building at business support organisations and institutions' level. For the PARTNER STATE window of Uganda, the coffee and cocoa value chains have

been selected for support under a budget of EUR 3 680 000.

8. Number and titles of lots

One lot only

9. Maximum budget

EUR 740 000

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 the estimated amount of approximately EUR 365 600. 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) which are established in a Member State of the European Union, ACP States or in a country or territory authorised by the ACP-EC Partnership Agreement under which the contract is financed (see also item 29 below). Participation is also open to international organisations.

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

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 unless prior approval from the Contracting Authority has been obtained (see Practical Guide – PRAG - 2.4.3.). 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 PRAG.

16. Sub-contracting

Subcontracting is allowed.

17. 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.

PROVISIONAL TIMETABLE

18. Provisional date of invitation to tender

March 2018

19. Provisional commencement date of the contract

May 2018

20. Initial period of implementation of tasks

32 months

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 unless 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 candidate** (based on item 3 of the 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.

- The average annual turnover of the candidate must exceed EUR 350,000. In case of a consortium, the consolidated turnover must fulfil this criterion.
 - Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member.
- 2) **Professional capacity of candidate** (based on items 4 and 5 of the application form). The reference period which will be taken into account will be the last five years from submission deadline.
- At least five staff currently work in permanent employment, for the candidate in fields related to this contract (coffee and cocoa value chain development).
- 3) **Technical capacity of candidate** (based on items 5 and 6 of the application form). The reference period which will be taken into account will be the last five years from submission deadline.
- The candidate has provided services under at least two contracts each with a budget of at least that of this contract in providing technical assistance in the field of coffee and/or cocoa to public and private entities which were implemented at any moment during the last five years. This means that the project the candidate 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. Candidates/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, proof of final payment). In case of projects still on-going only the portion satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value. If a candidate/tenderer has implemented the project in a consortium, the percentage that the candidate/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 caused breach of contract and termination by a Contracting Authority shall not be used as reference.

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 performance of the contract, for example by producing a commitment on the part of 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 fulfil the same relevant selection criteria as the economic operator. 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 works or 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.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be reexamined to identify the eight best candidates. The only factors which will be taken into consideration during this re-examination are:

- 1) The highest number of projects that meet selection criteria 3) Technical capacity of candidate: one point for each project above the minimum requirement of 2 projects
- 2) The highest value of the projects that meet selection criteria 3) Technical capacity of candidate
- 3) The number of projects that meet selection criteria 3) Technical capacity of candidate: one point for each project carried out in Sub-Saharan Africa.

22. Award criteria

Best price-quality ratio.

APPLICATION

23. Deadline for receipt of applications

The deadline for the receipt of applications is 4:30 p.m., Uganda local time 23 February 2018.

Any application received by the Contracting Authority after this deadline will not be considered.

24. Application 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:

<http://ec.europa.eu/europeaid/frag/annexes.do?chapterTitleCode=B>

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

<http://ec.europa.eu/europeaid/frag/annexes.do?chapterTitleCode=A>

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 Contracting Authority in a sealed envelope:

- EITHER by recorded delivery (official postal service) to :

The Permanent Secretary/Secretary to the Treasury, Mr. Keith MUHAKANIZI
The Ministry of Finance, Planning and Economic Development acting as the National Authorising
Officer for Uganda
Plot 2/12 Apollo Kaggwa Road
Room 1.28 (Treasury Building)

P. O. Box 8147 Kampala
TEL: (256)-414-707000
FAX: (256)-414-230163

In this case, the delivery record makes proof of compliance with the time-limit for receipt.

- OR hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

The Permanent Secretary/Secretary to the Treasury, Mr. Keith MUHAKANIZI
The Ministry of Finance, Planning and Economic Development National acting as the National
Authorising Officer for Uganda
Plot 2/12 Apollo Kaggwa Road
Room 1.28 (Treasury Building)
P. O. Box 8147 Kampala
TEL: (256)-414-707000
FAX: (256)-414-230163

In this case, the acknowledgment of receipt makes proof of compliance with the time-limit for receipt.

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.

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.

26. Alteration or withdrawal of applications

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

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) 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. Date of publication of prior information notice

19 August 2017

EuropeAid/139175/IH/SER/UG

29. Legal basis¹

Annex IV to the Partnership Agreement between the members of the African, Caribbean and Pacific Group of States of the one part, and the European Community and its Member States, of the other part, signed in Cotonou on 23 June 2000 as amended in Luxembourg on 25 June 2005 and in Ouagadougou on 22 June 2010. Reference is made to Annex IV as revised by Decision 1/2014 of the ACP-EU Council of Ministers of 20 June 2014.

30. Additional information

None

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¹ Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).