

SERVICE CONTRACT NOTICE

Procurement of experts for droughts

Location – Novi Sad, South Backa District, AP Vojvodina, Republic of Serbia

1. Reference

IPA-ADRION00428-RDAB-01

2. Procedure

Simplified

3. Programme title

The Interreg IPA ADRION Programme 2021-2027

4. Financing

Financing agreement

5. Contracting authority

Regional Development Agency Bačka Ltd Novi Sad, Boulevard Mihajla Pupina 20/II, 21101 Novi Sad, Republic of Serbia

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

Subject of procurement is procurement of experts for droughts. Work will be executed throughout the project period, 24 months from conclusion of the Contract. Service provider will be member of the TSB (Technical Scientific Board) of the PRIMES project. Service provider will be engaged to prepare 5 best practices and case studies on drought risk reduction, water management, and prevention in different contexts. Service provider will be responsible for developing the Guidelines/Methodological Framework for Building Drought-Risk-Resilient Communities and the Scheme of Stakeholder Agreement for LDCs (Local Drought Committees). Service provider will be responsible for developing a Gap analysis for the territory of the Republic of Serbia (following the content proposed in the Project application). Service provider will lead 4 workshops intended for stakeholders in the Republic of Serbia. Service provider would also be involved in drafting an agreement with the stakeholders (state the main principles and objectives of territorial cooperation). Service provider will support the preparation of the Protocol of cooperation for the establishment of the Adriatic-Ionian PRIMES Network. Service provider would be included in preparing the questionnaires (as members of the TSB) for the target group. Additionally, Service provider would be responsible for producing the 5 podcasts, the educational package (with other PPs), and the historical atlas of droughts. Service provider will participate in the development of the capacity building program of the project and will create a report based on the evaluation of the capacity building activities of the LDCs. Service provider will be responsible for participating in the development of the Common Drought Risk Reduction Strategy for Adriatic-Ionian Communities, together with the other PPs. Service provider will be engaged to participate in the preparation of the Report on the Climate/Hazard and Scenario

and other services described in the ToR.

8. Number and titles of lots

This contract is divided into lots: no

9. Maximum budget

Value excluding VAT: 48.583,33 EUR (58.300,00 EUR including VAT)

CONDITIONS OF PARTICIPATION

10. Legal basis, eligibility and rules of origin

The legal basis of this procedure is Regulation (EU) No 2021/1529 establishing the Instrument for Pre-accession Assistance (IPA III). See Annex a2a1 of the practical guide.

For this contract award procedure, 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 an eligible country or territory as defined under Article 11 of Regulation (EU) No 2021/1529 establishing the Instrument for Pre-accession Assistance (IPA III).

Participation is also open to international and regional 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 2.4.2.1. of the practical guide. Where the tenderer intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies).

Tenderer included in the lists of EU restrictive measures¹ (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

9th May 2025

¹ Please note that the EU Official Journal contains the official list of entities subject to restrictive measures and, in case of conflict, it prevails over the list of the [EU Sanctions Map](#).

15. Implementation period of the tasks

24 months

SELECTION AND AWARD CRITERIA

16. Selection criteria

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) 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 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 and notably that of nationality as the economic operator relying on them and must fulfil the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should not be included in the tender form but 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.

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 tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

The selection criteria for each tenderer are as follows:

- 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 years for which accounts have been closed.**

Criterion 1: average annual turnover

The tenderer's average annual turnover of the **last 3 financial years** for which **the accounts have been closed** must be not less than 45.000,00 EUR.

Evidence: Appropriate financial statements/reports from banks, balance sheets or their extracts or other equivalent evidence.

- 2) **Professional capacity of the tenderer** (based on items 4 and 5 of the tender form). The reference period which will be taken into account will be **the last three years preceding the submission deadline.**

- **Criterion 1:** the tenderer has, during the current year and the previous two years, on average, at least: two experts in the field of this contract - personnel directly employed or otherwise legally

contracted on a permanent or non-permanent basis in areas of specialist knowledge related to this contract.

- **Criterion 2:** the tenderer is not subject to professional conflicting interests which may negatively affect contract performance. The presence of professional conflicting interests shall be examined on the basis of the statements made through the Declarations on Honour and, where applicable, the statements and other documents submitted.

3) Technical capacity of tenderer (based on items 6 of the tender form).

Criterion:

- The bidder must have at least one person with a PhD in the field of organization, use and protection of water, who: participated in preparation of scientific papers related to droughts (international magazines), has proficiency in English and has experience on at least one project related to droughts.

Evidence: Contract of employment/working engagement and a CV.

This means that the service contract the tenderer refers to could have been implemented 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 projects partially implemented during, but not yet completed within the reference period. Only the part completed during the reference period will be taken into consideration. This part will have to be supported by documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) also detailing its value. If a tenderer has implemented the project in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) also detailing its value. If a candidate has implemented the project in a consortium, the part that the candidate has successfully completed must be clear from the documentary evidence (such as consortium agreement and bank transfers between consortium members), together with a description of the nature of the services provided.

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:

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB\(Ch.3\):Servicecontracts](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB(Ch.3):Servicecontracts), 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:

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.

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 / RSD shall be made in accordance with the InforEuro exchange rate of March 2025, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

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