

Switzerland-Berne: Miscellaneous services

OJ S 130/2013 06/07/2013

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

---

**I.1. Name and addresses**

Official name: Cooperation with Eastern Europe/CIS Division

Postal address: Freiburgstrasse 130

Town: Berne

Postal code: 3003

Country: Switzerland

For the attention of: Pierre Maurer

E-mail: [pierre.maurer@deza.admin.ch](mailto:pierre.maurer@deza.admin.ch)

**Internet address(es):**

General address of the contracting authority: [www.deza.admin.ch](http://www.deza.admin.ch)

**Additional information can be obtained from:**

Official name: Cooperation with Eastern Europe/CIS Division

Internet address: [http://www.simap.ch/shabforms/servlet/Search?NOTICE\\_NR=782433](http://www.simap.ch/shabforms/servlet/Search?NOTICE_NR=782433)

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** Official name: PLEASE DO NOT OPEN Swiss Agency for Development and Cooperation (SDC) Cooperation with Eastern Europe/CIS Division

Postal address: Freiburgstrasse 130

Town: Berne

Postal code: 3003

Country: Switzerland

For the attention of: Pierre Maurer

E-mail: [pierre.maurer@deza.admin.ch](mailto:pierre.maurer@deza.admin.ch)

**I.2. Type of the contracting authority**

Ministry or any other national or federal authority, including their regional or local subdivisions

**I.3. Main activity**

**I.4. Contract award on behalf of other contracting authorities**

Section II: Object of the contract

---

**II.1. Description**

**II.1.1. Title attributed to the contract by the contracting authority**

"E Governance for Accountability and Participation" (E-GAP) is a Program starting in Ukraine in 2013. A qualified consulting company is requested to be its backstopper.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 27: Other services

Main site or place of performance: Ukraine.

NUTS code

### **II.1.3. Information about a framework agreement or a dynamic purchasing system**

### **II.1.4. Information about framework agreement**

### **II.1.5. Short description of the contract or purchase(s)**

The backstopper is expected to clarify the following issues during the Inception phase of the project (September 2013 - May 2014):

- validation of the Program design and suggestion of adjustments;
- identification of administrative services, which are important in view of a more gender balanced access and inclusion in the Program design;
- proposal for the selection of target regions;
- preparation of a Program document for the Implementation Phase of the Program;
- establishing of a budget and of a Steering Committee;
- contribution to the selection of the implementing partners;
- identification of suitable ICT solutions;
- identification of ways to assure synergies with the ongoing Swiss-funded projects in Ukraine;
- definition of contributions to be committed by the Ukrainian partners to the Program (local budget, state budget, private sources);
- development of a sustainability and scaling-up strategy.

All these tasks will be performed in collaboration of the Swiss Cooperation Office in Kiev.

In case of successful cooperation during the Inception phase and based on a detailed operational and financial proposal to be approved by SDC, the consultancy will be mandated to ensure coordination among the Program components as well as thematic and methodological backstopping of the Program implementing partners during the first Implementation Phase (June 2014 - May 2017).

### **II.1.6. CPV code(s)**

98300000 Miscellaneous services

### **II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

### **II.1.8. Lots**

This contract is divided into lots: no

### **II.1.9. Information about variants**

Variants will be accepted: yes

## **II.2. Scope of the procurement**

### **II.2.1. Total quantity or scope**

### **II.2.2. Information about options**

### **II.2.3. Information about renewals**

## **II.3. Duration of the contract or time limit for completion**

Start 6.9.2013. Completion 31.5.2014

## Section III: Legal, economic, financial and technical information

---

### III.1. Conditions related to the contract

#### III.1.1. Deposits and guarantees required

None

#### III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

#### III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

Consortia of bidders are permitted. If a bidder participates in the procedure as part of a consortium, he must identify a member of the consortium who performs the lead function (deputisation, co-ordination). The bidder lists all members and their roles. All members of the consortium together bear responsibility for the bid.

#### III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: Subcontractor: Subcontractors are permitted. If the bidder engages a subcontractor to provide certain services, the bidder bears full responsibility for the provided services. He lists all subcontractors involved with their assigned roles.

### III.2. Conditions for participation

#### III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

#### III.2.2. Economic and financial ability

#### III.2.3. Technical and professional ability

#### III.2.4. Information about reserved contracts

### III.3. Conditions specific to services contracts

#### III.3.1. Information about a particular profession

#### III.3.2. Information about staff responsible for the performance of the contract

## Section IV: Procedure

---

### IV.1. Type of procedure

#### IV.1.1. Type of procedure

Open

#### IV.1.2. Information about the limits on the number of candidates to be invited

#### IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

### IV.2. Award criteria

#### IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **IV.2.2. Information about electronic auction**

#### **IV.3. Administrative information**

##### **IV.3.1. File reference number attributed by the contracting authority**

7F-08031

##### **IV.3.2. Previous publication concerning this procedure**

##### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

Payable documents: no

##### **IV.3.4. Time limit for receipt of tenders or requests to participate**

13.8.2013

##### **IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

##### **IV.3.6. Languages in which tenders or requests to participate may be submitted**

English.

##### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

Duration in days: 120 (from the date stated for receipt of tender)

##### **IV.3.8. Conditions for opening of tenders**

#### **Section VI: Complementary information**

---

##### **VI.1. Information about recurrence**

##### **VI.2. Information about European Union funds**

##### **VI.3. Additional information**

Partial offers are not permitted.

Conditions for countries not party to the WTO agreement: None.

Negotiations: remain reserved.

Basic procedural principles: The contracting authority awards public contracts for services provided in Switzerland only to bidders who ensure compliance with the health and safety regulations and employment conditions for employees, as well as equal pay for women and men. If the service is provided abroad, the bidder must ensure at least compliance with the International Labour Organization's fundamental conventions in accordance with Annex 2a PPO. These principles shall be deemed accepted by the Contractor on submission of the offer.

Additional information: Statement of rights of redress: The decisions made during the procedure are not on the level of official ordinances. Filing an appeal is excluded. [www.simap.ch](http://www.simap.ch) Delivery date / Remarks: Yes. Variants are to be indicated expressly as such and to be submitted separately in addition to the basic bid. Bidders must give reasons in writing for the advantages and equivalence of the variants in relation to the achievement of objectives. Otherwise they will not be taken into consideration.

Deadline / Remarks: The "Technical Proposal" and "Financial Proposal" shall be submitted in one envelope and shall contain a. one original signed hard copy of the Technical and Financial

Proposal labelled "Original" b. two signed copies of the Technical and Financial Proposal labelled, "Signed Copy" c. one data storage device (e.g. CD, DVD or Memory Stick) of all Technical Proposal and all Financial Proposal Documents.

National reference publication: Simap of 4.7.2013 , doc. 782433.

Desired deadline for questions in written form: 16.7.2013.

Conditions for obtaining the tendering documentation: The documentation on the public call to tender for the project mentioned can be downloaded from the platform [www.simap.ch](http://www.simap.ch) under: Running procedures, Confederation, Invitations to tender. In order to do so, you first have to register in the mentioned project. You will then be able to log in and use the password that you will have been sent by e-mail to download the documentation desired.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

##### **VI.4.2. Review procedure**

##### **VI.4.3. Service from which information about the review procedure may be obtained**

#### **VI.5. Date of dispatch of this notice**

4.7.2013